

### HONORARIUM REQUEST

Host: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

ACCOUNT/ID#: \_\_\_\_\_

Amount of Honorarium: \_\_\_\_\_

(Request cannot be processed without this information)

Authorization: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PI/Account Director

Director/Chair

Finance

Name of Payee: \_\_\_\_\_ Social Security #: \_\_\_\_\_

(please attach brief biographical sketch)

Payee's Title: \_\_\_\_\_

Payee's Institution/Organization: \_\_\_\_\_

Payee's Institution/Organization Address: \_\_\_\_\_

Payee's Home Address: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the payee an employee of UCD? (UCD employees cannot be paid honoraria; please consult with MSO on alternative actions)

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the payee an employee on another UC campus?  
If "yes," which campus? \_\_\_\_\_ Department? \_\_\_\_\_  
Dept Contact: \_\_\_\_\_ Contact phone #? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the payee a California resident? (Non-California residents receiving more than \$1500 will have 7% State tax withheld)

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the payee a U.S. citizen or permanent resident? If "no,"  
1) please attach a copy of current visa (must have J-1)  
2) please attach completed Statement of Citizenship form  
3) please note there will be 30% Federal tax withheld

Event: \_\_\_\_\_

Presentation(s): \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

(please attach flyer/announcement)

Check to be mailed to:  Program/Department \_\_\_\_\_

Payee's home address

Please note that if you want the check to present to your guest on the day of the presentation, processing and mailing to the program/department takes about 7-10 working days.

Date of DaFIS transaction: \_\_\_\_\_ DaFIS document number: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_