# DETERMINATION OF HONORARIUM STATUS

Payee name:_____

Permanent address:_____ SSN:_____
_____ Date of Service:_____
_____

Describe the service performed for the University:
_____
_____
_____
_____
_____
_____
_____

Is the individual receiving the honorarium an employee of the University?
YES_____ NO_____

Has the individual receiving the honorarium been offered and agreed to accept a fee contingent upon performance?
YES_____ NO_____

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## FEDERAL TAX REPORTING:

1) United States citizen must have a Form W-9 on file.
2) Foreign residents must have FORM 8233 on file.

You may check with the Business Office to see if documents are already on file, if not, the appropriate form must be filled out and attached to this form along with the requisition for check request when submitted.

Department approval:_____ Date:_____

Purchasing approval:_____ Date:_____