

# HONORARIUM REQUEST FORM

## For Speakers

Please make request for honorarium 2 weeks prior to event.

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

Name of Speaker: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Is the speaker a U.S. Citizen?  Yes or  No

*If no, an account will be established in GLACIER and an email will be sent to the foreign visitor. The email will include a temporary UserID and Password that will allow access to the GLACIER system. GLACIER will prompt the foreign visitor to answer a series of questions. Once completed, GLACIER will generate forms and provide instructions on how to complete the registration process. In addition, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding.*

Is the speaker a UC Employee?  Yes or  No

Event Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Attach flyer or announcement.

Amount of honorarium to be paid: \$\_\_\_\_\_ (Must be less than \$1,500.00)

Name of Account to be used: \_\_\_\_\_

Account Number: 8-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Name of person authorizing honorarium: \_\_\_\_\_

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

***Please note the honorarium check will be mailed to the speaker's address you provided above.***