

HONORARIUM REQUEST FORM

For Speakers

****Please submit request 4 weeks prior to event.****

Date: _____

Name of Speaker: _____ Event Date: _____ to _____

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

If yes, please provide a contact name and email for the speaker's campus/home dept.:

Please attach flyer or announcement

Please attach email/copy of Letter of Understanding

Amount of Honorarium: \$ _____ (If greater than \$1,500.00 please contact us immediately.)

Account Name: _____

Account Number: 8- _____ - _____ - _____

Name of person authorizing honorarium: _____

Signature: _____ Date: _____

Please note: the honorarium check will be mailed to the speaker's address after the event date, unless otherwise requested.