



Organization/ Account Name			Account #
Contact Person	Phone#	(xxx) xxx-xxxx	E-mail
BU ID#			

Honoraria payments may be made for guest lecturers who are invited to address a class, participate in a presentation, or provide a public lecture on a one-time basis. These individuals should have no responsibility for grading or taking class attendance

Boston University employees cannot receive honoraria payments, but may be eligible for a payment processed through payroll with the approval of the Dean and/or the employee's supervisor. Student Fees can't be used to pay for Employees or previous student group members.

1. Please complete one form for each payment request.
2. Home address is required; work or school address may not be substituted.
3. IRS W-9 Form and Social Security number is required.

Name of speaker/presenter:

Home address:

Social Security number:

Date(s) of presentation:

Title of Presentation:

Host (Class/Dept/Program):

Honoraria Amount:

Funding Source:

Please attach **two copies** of the letter of invitation or program that includes the presentation title and date,

Notes:

1. Appropriate levels of review and approval are required before the invitation to speak is extended.
2. These speakers are not considered employees for income tax withholding or Immigration Reform and Control Act purposes.
3. Payments over the maximum IRS limit (\$600) will be reported as taxable income on Form 1099.

President or Treasurer Signature _____	Name _____	Phone _____	Date _____
Adviser Signature _____	Name _____		Date _____

AC	Verify Signature	POD	SAO	Business Office	Reservations/Date Received
Rec'd _____ Input _____	AC Initials _____				