## REQUEST FOR HONORARIUM Eastern Illinois University

<u>When to use of REQUEST FOR HONORARIUM</u>: Complete the Request for Honorarium if the request is a nominal, one-time payment (not a fee) to symbolize respect, admiration or appreciation to an individual who is not an employee, for a special and non-recurring activity, non-commercial service, or event for which no remuneration is collectable by law.

• Examples: guest speaker, participating as a judge in a contest, musician in a recital, participating in workshops and/or seminars, presenter.

If a contract is desired or required by the individual, if a tangible item is provided with a task (ex...report, analysis), or a fee is negotiated and agreed upon, regardless of the amount, complete the Purchase Agreement, as this is considered a contractual agreement.

Payee Name:	Banner E#:
Address:	
City:State:	Zip:
E-mail:	Telephone Number:
Brief description and location of honorarium event:	
Date(s) of event:	
Honorarium amount \$	
United States resident certification: The Applicant certifies th	at he/she is a:
United States Citizen Resident Alien	Non-resident Alien
Include W-9 with honorarium. If a non-resident Alien, provid indicate type of Visa, & copy of Passport. (If you have questi	ons: Contact Daylea Ethridge at 581-7737 prior to
completing a request for honorarium for a non-resident A	lien)
Check all that apply:	A sign American
African American Alaskan Native Ilispanic Caucasian	Asian American Native American
Person with disability (Must have PBE Addendum attach	ed, not required of students)
Payee Signature:	Date:
Org #/Name:	Approved by Financial Manager:
Department contact person for Additional Information:	Special Handling:
Department contact person for Additional Information.	Special Handling.
Name Phone	
For Business Office Use Only:	The Internal Revenue Service requires that taxes be withheld
Tor Busiless office Use only.	on payments made to non-resident aliens for the performance
	of personal services at the rate of thirty percent (30%).
Foreign National Information:	1099 Information:
F1 Student J1 Non-student	
Visitor Visa	Vendor = I / Y
	Voucher = N

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Co to WWW.Irs.gov/FormW9 for Instructions and the latest Inform
 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

-	2 Business name/disregarded entity name, if different from above				
Print or type. Specific Instructions on page 3.	<ul> <li>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</li> <li>Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate single-member LLC</li> <li>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►</li></ul>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):         Exempt payee code (if any)         Exemption from FATCA reporting code (if any)			
e e	Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)			
<ul> <li>Address (number, street, and apt. or suite no.) See instructions.</li> <li>Requester's name and address (optional)</li> </ul>					
	6 City, state, and ZIP code				
	7 List account number(s) here (optional)				
Part	Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social security number					
backup	o withholding. For individuals, this is generally your social security number (SSN). However, for a				

backup withholding. For individuals, this is generally your social security number (SSN). However, for a						ſ	_
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			-			-	
entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>						l	
TIN, later.	or						
Note: If the account is in more than one name see the instructions for line 1. Also see What Name and	Em	ployer i	denti	ficati	on ni	umb	er

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of		
	U.S. person ►		

## **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments**. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

· Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)

Date •

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.