

The George Washington University

Honorarium Recipient Form Instructions

The Honorarium Recipient Form is to be completed prior to the event. For new honorarium recipients, the completed and approved form is sent to supmaint@gwu.edu. Supplier Maintenance will forward to Accounts Payable when the setup is complete.

New domestic honorarium recipients must provide a W9 form with the completed and approval Honorarium Recipient Form.

For international honorarium recipients, a W-8BEN and an Alien Information Request Form are required and should be attached to the Honorarium Recipient Form.

If the honorarium recipient is a current employee of GW, or has been an employee at any point during the current calendar year, the paying department should process through Payroll.

Travel and other incidental expenses must not be included in honoraria payments. If such expenses will be reimbursed, the requirements and procedures set forth in the Travel, Entertainment and Business Expense Reimbursement Policy must be followed.

Completing the Form:

To be completed by the Individual

1. Fill in online and print for signatures or sign electronically.
2. Enter the date in the top left corner. This is the invoice date used for entering the Honoraria.
3. Provide Recipient's Name: Please use full legal name – No nicknames are permitted.
4. Provide Recipient's last four numbers of their tax id.
5. Are you a U.S. Citizen or Permanent Resident?
 - a. If yes, proceed to Recipient's Address.
 - b. If no, please see below:
 - i. Indicate the type of visa on the form. Please note: Certain Visas, such as F-1, G-4, H-1B, and O-1, have extremely restrictive work authorization requirements. Please consult with the International Service Office before engaging the individual for the honorarium services to determine eligibility.
 - ii. Complete the 2017 version of the W-8BEN and Alien Information Request Form located at: <http://accountspayable.gwu.edu/international-transactions>
 - iii. Submit all three forms, along with a copy of your Passport and Visa to your Department contact. (Passport and visa not required if not entering the U.S.)
6. Provide Recipient's current address, phone and email.
7. Provide Honorarium Recipient's signature.
8. Direct deposit is the preferred method of payment. Please complete the area with Bank Name, Routing Number, Account Number and Remittance Email Address. This completed form can be used as the source document for banking when registering with iSupplyGW.

To be completed by the Department

1. If the Honorarium is being charged to an Oracle Alias – Provide Oracle Alias and Payment Amount
2. If the Honorarium is being charged to a Foreign Account, enter Region and Activity.
3. Provide the location and a brief description of the activity or event including the Recipient's role or provide a copy of the event program.
4. If the Honorarium is being charged to a Sponsored Project (Award) – Provide Project, Task, Award, Expenditure Date, Expenditure Organization and Payment Amount.
5. Obtain OVPR Approval.
6. Provide Department Contact Name, Email address and phone number.
7. Print Approver's name. Obtain Approval Signatures and Date of Approval.
8. If request exceeds \$2000, a VP or Dean approval is required.

Form Submission:

Submit completed and approved requests with a current W-9 by email to supmaint.gwu.edu.