

HONORARIUM PAYMENT REQUEST

Use this form to request an honorarium payment for an individual.

Request Date: _____ Requestor Phone: _____
 Requestor Name: _____ Requestor Email: _____

Payee Name: _____

Payee Is A(n): UC Employee* Individual

* If payee is a UC employee, contact Belinda White (belindak@berkeley.edu) in Sociology **before** the service is performed; we will need to determine if the payee is eligible to receive payments.

What is payee's citizenship status? U.S. Citizen
 Permanent Resident (provide a copy of your green card)
 Visiting Foreign National, entering U.S. on Visa Type _____ (H-1B, J-1, etc.)
 Other (Explain) _____

If payee is a foreign national, additional forms are required to issue payment. Refer to the Controller's website for information on paying foreign nationals: <http://controller.berkeley.edu/glacier-tax-compliance-system>.

Date(s) of Talk: _____

Amount of Payment: _____

Purpose: _____

Account Name/Fund Source: _____

Fund Owner Approval Signature: _____ Date: _____

**** Please provide supporting documentation in the form of flyer, announcement, or e-mail communication. ****

Return completed form and supporting documentation to: Belinda White
 Department of Sociology
 410 Barrows Hall, MC1980
 Berkeley, CA 94720-1980

For office use only (Form preparers: do not complete this section):

Authorization for payment certifies that proper approval documentation is on file in the originating/approving department.

_____ Date: _____

Department Chair: (write name here)

_____ Date: _____

Dean, Social Sciences, L&S: (write name here)