DEPARTMENT OF ANTHROPOLOGY

Honorarium Request Form

An honorarium is a gratuitous payment made as an expression of thanks to a lecturer or a professional person outside the University community (i.e. not a University faculty, student or staff member) who is invited on a one-time basis to participate in an activity or an event. Payment amounts are generally modest, but can vary depending on the recipient's experience.

Complete this form *after you have confirmed with the Department of Anthropology* that your guest is eligible to receive an honorarium payment.

To be completed by the requestor and submitted to the department:

PAYEE NAME:	Last:	First:	M:
PAYEE ADDRESS:	Street:		Apt/Unit #:
PAYEE ADDRESS:	City:	State:	Zip Code:	Country:
PAYEE TELEPHONE NUMBER:		PAYEE EMAIL ADDRESS:	
PAYEE INSTIUTION:			
Is the payee employed by Columbia University?	Yes No	Is the payee a student at Columbia University?	Yes No
Is the payee a non-US citizen?	Yes No	Visa Type:	Amount of Honorarium to be paid:
Description of Services:			

PREFERRED METHOD OF PAYMENT:

CHECK   DIRECT DEPOSIT   WIRE TRANSFER (*for foreign nationals only*)

For new payees:
- If a direct deposit or wire transfer is selected, an online form will be sent to the payee for the bank account information
- If a preferred method of payment is not selected, a check will be mailed to the address on the W-8 or W-9 federal tax form

HONORARIUM REQUESTED BY   DATED SUMBITTED

Please attach the following documents to this form:

- If the payee is a US citizen: W-9 form completed and signed by the recipient OR
- If the payee is a non-US citizen: W-8BEN or Form 8233 AND a copy of passport (visa and ID page)
- Proof of documentation of the event which can be in the form of a flyer, brochure, email invitation etc.
- Written confirmation (an email) that the recipient has accepted the proposed amount

**Please submit this form, including the
supporting documents to the
Department of Anthropology, 452 Schermerhorn Extension**