



OHIO
UNIVERSITY

Honorarium Agreement Form

Purpose of form: Payment of Honorarium Agreement. (see [Honorarium Guidelines](#))

Honorarium Recipient Information

Name - (Enter full name here (Last, First, MI) as shown on your income tax return) **Required**

Phone _____ Fax _____ Email _____

Token of Appreciation

To show our appreciation, we would like to provide you with an honorarium for your contribution. Please review and sign this agreement. In addition, in order to comply with IRS reporting requirements, we also ask that you complete appropriate W-9/W-8 form (<https://www.irs.gov/forms-pubs>) and the Supplier/Payee Information Form. (<https://ohio.edu/finance/forms>)

Nature of Honorarium

Accreditation Program Reviewer External Reviewer Guest Lecturer/Speaker Guest Artist/Conductor/Director/Musician Panelist Workshop/Seminar

Honorarium Payment Information

An honorarium in the amount of \$ _____ will be paid. Travel accommodations will be arranged and paid directly by Ohio University.

Reimbursement for expenses not to exceed \$ _____ will be provided. Original receipts are required for reimbursement.

General Ledger Account Number

Entity	Source	Organization	Activity	Function	Object

OR

Grants Account Number

Project	Task	Award	Object

Description of Event

Certification

The Recipient of this honorarium shall have the status of an independent contractor for the purposes of IRS and the Ohio Public Employees Retirement System (OPERS) requirements. Nothing herein shall be deemed or construed to create a joint venture, partnership, agency, or employer/employee relationship between the Recipient and the University for any purpose, including, but not limited to, the payment of taxes or employee benefits. Neither this Honorarium, nor the contribution provided, by Recipient, converts or entitles Recipient to membership in the Ohio Public Employees Retirement System (OPERS). Ohio University's payment terms are Net 30.

Sign Here	Signature of Recipient ▶	Title ▶	Date ▶
Sign Here	Signature of Planning Unit CFAO or Delegate ▶	Title ▶	Date ▶

General Instructions

Honorariums have no contractual liability. For example, if the recipient cancels or does not appear for a scheduled event, there is no recourse. Any compensation negotiated, committed, or otherwise forming an obligation to pay is not an honorarium. If an honorarium is not appropriate for this engagement, use the Short Form Services Agreement Form or prepare an Exhibit A (<https://www.ohio.edu/sites/default/files/sites/finance/purchasing/files/exhibit-a.pdf>) for a Services Agreement. U.S. Law only permits honorariums to be paid to non-resident aliens with certain visa classifications. Confirmation of visa restrictions should be verified with Ohio University's Tax Compliance Office prior to engagement or offering an honorarium to a non-resident alien.

An Honorarium is appropriate when:

- Amount does not exceed \$1500 excluding travel.
- Recipient is not an employee or does not have an existing consultant obligation to the university.
- Services are voluntary and payment is not required.
- Honorarium represents a token of appreciation and is not an equivalent value of professional charges.
- Recipient does not perform the service for a living.
- Honorarium Recipient is for a One Time Payment Only. If you plan to use the supplier in the future, please use the Short Form Services Agreement instead.

Official Use Only: Unit Processing Instructions

1. Select Payment Request Form in BobcatBUY.
2. If Supplier/Payee is **NOT ACTIVE** in BobcatBUY or you need to change Supplier Information, select "**Not Available**" as the supplier on the Payment Request Form in BobcatBUY and attach:
 - a)W-9 for a US Citizen or Resident Alien or appropriate W-8 for Non-Resident Alien.
 - b)Supplier/Payee Information form.
 - c)Completed Honorarium Agreement with Recipient and Planning Unit CFAO's signature prior to submission.
3. If Supplier/Payee **IS ACTIVE** in BobcatBUY select the "**Supplier/Payee**" on the Payment Request Form in BobcatBUY and attach:
 - a)Completed Honorarium Agreement with Recipient's and Planning Unit CFAO's signature prior to submission.
4. Accounts Payable will automatically process payment for this Honorarium Agreement with Payment Request Form submission.

Return form to:

Department Contact

Department

Phone

Fax

Email