

Single-Payment Honorarium Request Form

An honorarium is a token, fixed sum of money paid to recognize an individual for a service that is not a part of a person's normal responsibilities. *It is not intended to serve as compensation (e.g., \$50-\$100 focus group participation; \$50-\$150 for panel presentation)* **No individual can receive more than \$595 in honorariums any calendar year.** Due to IRS rules, **anyone receiving \$600 or more, within one calendar year, from any source within Highline College (e.g., multiple honorariums) must complete a Form W-9 and set up as a vendor** through Highline's Purchasing Department as taxable income.

Please type in information to avoid entry errors and delay of payment.

First Name:		Last Name:		Student ID:			
Mailing Address:						Unit#	
City:			State		Zip Code:		
Email Address:			Phone Number:				
BELOW TO BE FILLED OUT BY REQUESTER							
Start Date		End Date		\$			
Program supported and payment purpose							
Detailed Description of services performed.							
Account	Fund	Appr	Dept	Class	Project	Activity	Program

Recipient Name: (print)

Recipient Signature:

Date:

Requester Name: (print)

Requester Signature:

Date:

Budget Authority Name: (print)

Budget Authority Signature:

Date:

My signature confirms that these items or services have been received by the college.

YES **NO**

Accounting Voucher #	
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