Clear Form

Michigan Technological University

Financial Services and Operations
Third Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2242

Honorarium Information Form

An honorarium is a form of gratitude shown toward an individual (non-Michigan Tech employee) of special achievement or reknown, in return for that individual's willingness to visit the University and participate in a University event of short duration (such as a speaker, etc). The recipient understands that the honorarium does not constitute compensation commensurate with the actual services provided. An honorarium is 1099 reportable, therefore payment of the honorarium requires the recipient's social security number. (Any compensation for Michigan Tech employees needs tobe processed through payroll).

Last Name _____ Email _____

First Name _____ Phone Number _____

Middle Initial _____ Social Security Number _____

U.S. Citizen/Resident ◯ Yes ◯ No

For NON-US Resident/Citizen use the Honorarium Request found at:
http://www.mtu.edu/fso/forms/dept/docs/honorarium-request.pdf

International Visitor Honorarium Request Form

Mailing Address of Check

Home Address
(necessary for 1099 tax Purposes)

Describe reason for awarding an honorarium (including a detailed description of the event including date and location of event, service provided, etc.)

Employee Requesting Honorarium _____ Honorarium Amount _____

Department Authorization _____

*** Attach to Check Request**