



Michigan Technological University

Accounting Services

224 Administration Building

1400 Townsend Drive

Houghton, MI 49931-1295

906/487-2242 Fax 906/487-2521

## Honorarium Information Form

An honorarium is a form of gratitude shown toward an individual (non-MTU 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 MTU employees needs to be processed through payroll).

Last Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

First Name \_\_\_\_\_ **OR**

Middle Initial \_\_\_\_\_ Employer ID Number \_\_\_\_\_

U.S. Citizen/Resident      Yes      No - Please contact Brenda Sutherland in Accounting Services for additional information

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 MTU Check Request**