

INSTRUCTIONS
REQUEST FOR HONORARIUM/SPEAKER FEES APPROVAL
PLEASE READ!

The form is to be completed by the department in conjunction with the service provider. See the following for details.

Name – Name of the individual service provider.

Tax Identification Number – Either a Social Security Number (SSN), Individual Tax Identification Number (ITIN) or an Employer Identification Number (EIN). An honorarium form is not necessary for an EIN unless specifically requested.

Doing Business As (DBA) Name – Name the service provider does business as if different than their legal name.

Service Description – The job description of the services to be performed. Please be specific.

Date(s) of Service – Must list all specific dates of service.

Source of Payment – Funds from which the payment will be made.
Departmental Funds – such as CLNOP, MISCA, MISCD, etc and are used to pay an honorarium.
Sponsored Funds – SPNSR funds are funds with a “C” account number assigned by Grants and Contracts. If payment is to be made from SPNSR funds, Grants and Contracts must verify allowability of speaker fee before approval can be obtained on the request form.

Department Fax – Number which the approved/denied forms will be returned to.

Answer all the remaining questions on page 2. Ensure all question on the form are answered. It will not be reviewed if incomplete. Both the department and provider must sign.

Send completed request by mail to Accounts Payable – SCB 218, or fax to 271-2496.

Questions? Call Accounts Payable 271-2410.

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER REQUEST FOR HONORARIUM /SPEAKER FEES APPROVAL

This form should be used for payments made to a professional person for services which fees are not legally or traditionally required. The services must be of the type for which the University stipulates only the desired objective or product; the individual is free to determine the process or procedure to achieve that objective. Generally, the individual should be an **authority** or **recognized expert** in the field of endeavor for which retained, and the service should be of a **non-recurring** nature.

Do not complete this form for an employee currently working or who has worked as an employee within the past 12 months for the University of Oklahoma. If the worker is currently appointed, or has worked as an employee for the University within the past 12 months, payments must be made through Payroll. If the worker has retired from the Oklahoma State System of Higher Education within the past 24 months, they must be paid through Payroll.

The service should not be available within the staffing of the University. Examples of services which qualify are:

- A. A guest lecturer whose lecture is directed by the University only in terms of general subject matter to be covered. If included in a course, the lecture should only enhance and not serve as a source of fundamentals essential to the course of instruction.
- B. An entertainer, guest artist, or guest director.
- C. A recognized authority in a field of endeavor where expertise is not otherwise available through University sources.

Generally an honorarium/speaker fee payment is to include all expenses, including travel expenses, associated with the service provided. If all original receipts are submitted for the expenses, you may separate the expenses from the services under the accountable plan rules. Any expenses that are not submitted with original receipts will be combined with the service fees and reported to the IRS on the appropriate 1099 or 1042 Form.

SERVICE PROVIDER INFORMATION:	
Name _____	Last 4 Digits Tax Identification Number _____
Business Name (Checks will be made payable to) _____	
Address where payment is to be mailed _____	
If Foreign National*± – Country _____ Immigration Status _____	
<ul style="list-style-type: none"> • If services will be provided inside the U.S. by an individual who is not a U.S. Citizen or permanent US resident, the individual must complete and attach a International Information Form (IIF) and include the required documents as listed on that form. The completed IIF must be forwarded to AP with submission of the Request for Honorarium Approval form. 	
SERVICE PROVIDER – PLEASE READ CAREFULLY	
The University of Oklahoma considers all honorarium/speaker fees payments as compensation for Internal Revenue Service reporting purposes. The University will send either an IRS Form 1099 or 1042 to all recipients as required by Internal Revenue Service regulations. It will be the recipient's responsibility to retain the necessary documentation for tax purposes. If you have any questions, contact Financial Services, Accounts Payable Section, (405) 271-2410.	
<u>Please sign the following certification:</u>	
<i>I hereby certify that I have not served as an employee of the University of Oklahoma within 12 months or retired from Oklahoma State System of Higher Education within the past 24 months from end of service date. I certify that I have reviewed the completed Request for Honorarium/Speaker Fees Approval form in its entirety and all information contained within is true and accurate to the best of my knowledge.</i>	
Recipient Signature: _____	Date: _____
Are you or any of your company/institution's officers or owners related to a current OUHSC employee? ___ Yes* ___ No	
*If yes, then name and relationship: _____	
DEPARTMENT INFORMATION AND CERTIFICATION:	
Please describe services to be provided: _____	
Date(s) service will be provided this fiscal year: _____	
Source of payment:	<input type="checkbox"/> Departmental Funds <input type="checkbox"/> Sponsored (SPNSR) Funds
Department submitting the request: _____	Department fax number: _____
<i>I certify that I have reviewed the completed Request for Honorarium/Speaker Fees Approval form in its entirety and all information contained within is true and accurate to the best of my knowledge.</i>	
Signature: _____	Title: _____ Date: _____

FINANCIAL SERVICES USE ONLY:		Date: _____
Approved: Yes: _____ No: _____	Name: _____	Title: _____
If not approved, please explain: _____		

SERVICE PROVIDER NAME: _____

Please answer the following questions.

	Yes	No
Is the person a current University of Oklahoma employee, includes Oklahoma City, Tulsa, and Norman campuses, or has the person worked for the University within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>

Has the service provider retired from any institution within The Oklahoma State System of Higher Education (colleges or universities supported by state funding) within the past 24 months?	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Retirement date? _____		

If the answer to any of the above questions in this section is yes, STOP. The service provider must be treated as an employee for tax purposes and taxes will be withheld. Contact Payroll to determine how the provider may be paid.

If all answers are no, complete the questions below.

The following questions must be answered by the departmental representative.

1. Could someone within the University's existing faculty or staff provide this service? If no, please explain: _____

	Yes	No
2. Have you paid this individual an honorarium or speaker fees within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		

3. Has your department scheduled future visits in which the individual will be paid for similar services?	<input type="checkbox"/>	<input type="checkbox"/>
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4. Does anyone at the University tell the individual how to perform the service?	<input type="checkbox"/>	<input type="checkbox"/>
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5. Will the individual lecture to University students for an accredited course?	<input type="checkbox"/>	<input type="checkbox"/>
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6. Does this individual stand to realize a profit or loss as a result of the service provided?	<input type="checkbox"/>	<input type="checkbox"/>
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7. Was an amount agreed upon before the service began?	<input type="checkbox"/>	<input type="checkbox"/>
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8. If yes, is the amount to be paid by the hour?	<input type="checkbox"/>	<input type="checkbox"/>
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PROCESSING PROCEDURES

The department requesting payment should prepare the Request for Honorarium/Speaker Fees Approval form and submit it, with any additional required documentation, to Financial Services-Accounts Payable Section via fax (405) 271-2496. After reviewing the form, Accounts Payable will notify the department via fax whether the request was approved or denied. If approved, a copy of the first page of the form must be submitted with the vendor form and each subsequent voucher payment request. If the request is denied, please contact Accounts Payable at (405) 271-2410 for further instructions.