

# VENDOR ACKNOWLEDGEMENT LETTER — HONORARIA

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An honorarium is a gratuitous payment made as an expression of thanks to a lecturer or a professional person outside the University community (not a University faculty, student or staff member) who is invited on a one-time basis to participate in an activity or an event. Honorarium payments cannot be made to a corporation, LLC, business or partnership. Honorarium payments may not be used to fulfill a contractual obligation to pay for services rendered. Additionally, honoraria cannot be used as a means of paying for services that would typically require an invoice. Honorarium payments are taxable income and are reportable to the Internal Revenue Service if the sum of all payment(s) to the recipient is \$600 or more annually.

In order to process payment, the recipient of an honorarium must meet all of the following criteria:

- Individual must not be a student, employee or faculty member of Columbia University
- Individual does not require payment to participate in the event or program
- Individual may not negotiate the amount or ask for more than what was offered
- Individual is not being represented by an agency or organization

Additionally, under IRS regulations, honorarium payments are considered taxable income. Therefore, as a matter of policy, the recipient of an honorarium may not transfer the payment to another organization or individual. If the honorarium recipient wishes to transfer the payment to another organization or individual, he or she must receive the money and then donate it.

The vendor setup process requires anyone interested in receiving payment from Columbia to provide tax information. Additionally, if you wish to set up ACH/direct deposit, you will be asked to provide your banking information through Columbia's online vendor portal, and confirm this banking information via phone.

## **For US Citizens:**

- In accordance with the Taxpayer Identification Number Form (W-9) Requirement policy, U.S. vendors doing business with the University must provide a completed and signed Form W-9 to Vendor Management.

## **For Foreign Individuals:**

- In accordance with University Policy, non-US Citizens or foreign nationals doing business with the University are required to provide a completed and signed Form W-8 or Form 8233.
- Depending upon the individual's country of residence, a passport and one of the following is also required:
  - Passport page reflecting Homeland Security
  - ESTA
  - Copy of I-94 Departure Card (official documentation of immigration status)
  - Visa

Once you have been successfully setup as a vendor in Columbia's system, payments can be made to you. Payment processing takes approximately 20–25 business days from the date the payment request has been received, unless otherwise specified. Payment may take longer during peak periods. Peak periods for Undergraduate Student Life are late December through early January, the month of April and mid-June through early July. This form will be used to initiate the vendor setup process that will allow you to be paid by Columbia University.



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## **Acceptance Statement**

By signing below, I certify I have met all of the eligibility requirements outlined above, agree to the terms of vendor setup and payment and am authorizing Undergraduate Student Life to submit this request on my behalf.

**Amount of Honorarium:** \$ \_\_\_\_\_

**Name of Honorarium Recipient:** \_\_\_\_\_

**Signature of Honorarium Recipient:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

### **Office Use Only**

Student Group Name: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_