

UNIVERSITY of HOUSTON



Honorarium Authorization Form

Event: _____

Event Location and Date: _____

Honorarium Amount: _____

Attention Speakers: Please complete and sign this form. The University of Houston will process and mail the honorarium check in due course after the event. For purposes of this authorization, an "honorarium" is defined as a payment, which is primarily intended to confer distinction on or to symbolize respect, esteem, or admiration for the recipient. It is paid to the recipient at the discretion of the payer, and is not a fee charged by the person being "honored." Honoraria payments cannot be charged to federal grant or contract accounts. Any payment to Nonresident Aliens will be subject to 30% withholding, unless the recipient qualifies for exemption under a U.S. income tax treaty.

Please check one of the following:

Pay to the Order of _____ Name: _____
Address: _____

OR

Pay to the Order of _____ Firm: _____
Tax ID: _____
Address: _____

OR

Pay to the Order of _____ Designated Charity: _____
Tax ID: _____
Address: _____

OR

I decline the Honorarium for this event.

Speaker Signature Date

Name: _____ Title: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Email: _____

University of Houston Acknowledgement: _____
Title: _____
Date: _____

Note: Modification of this Form requires approval of OGC