

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: _____ To be filled out
 Address: _____ by the speaker

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.

_____ To be filled out
 _____ by the speaker
 Speaker Signature _____ Date _____
 Name: _____ Title: _____
 Address: _____ Phone: _____
 _____ Fax: _____
 _____ Email: _____

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

TO BE FILLED OUT BY THE HOST

Note: Modification of this Form requires approval of OGC