

# IHC HONORARIUM REQUEST FORM

## For Speakers

**\*\*Please submit request 4 weeks prior to event.\*\***

Date: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_ Event Date: \_\_\_\_\_ to \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Is the speaker a U.S. Citizen?  Yes or  No

*If no, an account will be established in GLACIER and an email will be sent to the foreign visitor. The email will include a temporary UserID and Password that will allow access to the GLACIER system. GLACIER will prompt the foreign visitor to answer a series of questions. Once completed, GLACIER will generate forms and provide instructions on how to complete the registration process. In addition, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding.*

Is the speaker a UC Employee?  Yes or  No

If yes, please provide a contact name and email for the speaker's campus/home dept.:

\_\_\_\_\_

**\*Please attach flyer or announcement\***  
**\*Please attach email/copy of Letter of Understanding\***

Amount of Honorarium: \$ \_\_\_\_\_ (If greater than \$1,500.00 please contact us immediately.)

Account Name: \_\_\_\_\_

Account Number: 8- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of person authorizing honorarium: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note: the honorarium check will be mailed to the speaker's address after the event date, unless otherwise requested.*