



GSA External Allocations Committee HONORARIUM AGREEMENT

Revised 8/1/21

Please note: the first page of the Substitute W9 attached to this file must also be signed and completed.

INSTRUCTIONS:

Step 1: Request the honorarium check. Submit this agreement form with everything filled in *except* the signature of the recipient and the date of the recipient's signing.

Step 2: Pick up check and form. This form will be returned to you when you pick up the honorarium check from the GSA. (You will be notified when the check is ready.)

Step 3: Present check to recipient. Have the recipient sign and date this form (see below) at the time you present them with the check.

Step 4: Return form to GSA. Finally, return the completed form (i.e. with the recipient's signature) to the GSA as part of your Post-Event Report.

NOTE 1: The GSA will prepare honorarium checks in advance of the event in question (this is the only time that the GSA will make out checks in advance). However, if you wish to have the check ready in time for the event, you must submit your request (Step 1 above) *at least 2 weeks prior to the event*.

NOTE 2: The recipient of the honorarium must *not* be affiliated with Rutgers University. The GSA does not pay for honoraria given to administrators, faculty, staff or students of Rutgers.

Graduate Student Association of Rutgers University

I, [print name] _____ acknowledge the receipt of payment in the amount of \$ _____ as an honorarium for my participation in [name of event] _____ which occurred on [date of event] _____ under the sponsorship of [name of sponsoring graduate student organization] _____.

Signed _____

Date _____

Recipient
Please do not sign or date here until you receive the agreed upon honorarium check

Home address of honorarium recipient:

Recipient's Social Security No. _____



Substitute W-9

To conform to IRS regulations for Form 1099 reporting, we must have a Federal Tax Identification Number or Social Security Number in our files for ALL VENDORS and INDIVIDUALS receiving payments from Rutgers University. In order to comply, we ask that you provide the following information. Please return this completed form to Purchasing via email to procure@rci.rutgers.edu or fax to 732-932-4390. Forms for check request only should be forwarded to Accounts Payable via email to payables@rci.rutgers.edu or fax to 732-445-5922. Questions regarding completion of this form should be directed to Anelia Dolan in the Tax Department at 732-445-4212.

Legal Name identified with Tax ID Number below (Name on your Federal Income Tax Return)

Business Name if different from above

Address (number, street, and apt. or suite no.)

City, State, and ZIP code

TYPE OF PAYEE: (CHECK THE FOLLOWING THAT APPLY)

- Residence Status
U.S. CITIZEN
U.S. RESIDENT FOR TAX PURPOSES
U.S. ENTITY
FOREIGN PERSON (VISITOR) (complete Foreign Visitor Info Sheet)
FOREIGN ENTITY (complete appropriate form W-8 See reverse side for information)

- Organization Type
INDIVIDUAL
PARTNERSHIP
CORPORATION
Single Member LLC (Individual)
Partnership LLC
Corporation LLC
Government
Owner's name

- Please indicate if any of the following categories apply to your business:
Attorney or Legal Firm
Medical Service by individual and/or partnership
Medical Service by corporation

TAXPAYER IDENTIFICATION NUMBER (TIN)

Federal I.D. Number (also known as an Employer Identification Number)

Social Security Number

If exempt from Form 1099 reporting, check here and circle your qualifying exemption reason below:

- 1. Corporation except there is no exemption for medical and healthcare payments or payments for legal services
2. Tax Exempt Charity under 501(a) includes 501(c)(3)
3. The United States or any of its agencies or instrumentalities
4. A state, the District of Columbia, a possession of the U.S. or any of their political subdivisions
5. A foreign government or any of its political subdivisions

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a US citizen or other US person.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For Mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

SIGNATURE OF INDIVIDUAL OR COMPANY OFFICIAL AND TITLE

DATE

FOREIGN ENTITY

Rutgers, the State University is now requiring a W-8 form for all foreign entities whether or not they are currently being paid for a service. For copyrights, permissions, royalties and services performed in the United States by a foreign entity, the Internal Revenue Service (IRS) requires Rutgers University to obtain a W-8 form for the foreign entity we are paying. There are four different types of W-8 forms. The foreign entity will need to determine which type of form applies to them. They will need to fill out the appropriate form and return to the requestor.

The links for the W-8 forms are as follows:

A beneficial owner solely claiming foreign status or treaty benefits

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> (Form W-8BEN)

<http://www.irs.gov/pub/irs-pdf/iw8ben.pdf> (Instructions for W-8BEN)

A person claiming that income is effectively connected with the conduct of a trade or business in the U.S.

<http://www.irs.gov/pub/irs-pdf/fw8eci.pdf> (Form W-8ECI)

<http://www.irs.gov/pub/irs-pdf/iw8eci.pdf> (Instructions for W-8ECI)

A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf> (Form W-8EXP)

<http://www.irs.gov/pub/irs-pdf/iw8exp.pdf> (Instructions for W-8EXP)

A foreign intermediary, a foreign partnership, a foreign simple trust, or a foreign grantor trust

<http://www.irs.gov/pub/irs-pdf/fw8imy.pdf> (Form W-8IMY) <http://www.irs.gov/pub/irs->

<http://www.irs.gov/pub/irs-pdf/iw8imy.pdf> (Instructions for W-8IMY)

Additional Information for department when paying a Foreign person

Please make sure that a foreign person/entity completes a W-8 form as instructed on the Substitute W-9 form.

Please plan for foreign visitors well in advance. When paying a foreign visitor for service performed in the U.S. please obtain their U.S. tax id number. This is either a social security number issued by the Social Security Administration (work related) or an Individual Tax Identification Number (ITIN) issued by the IRS (tax treaty benefit/filing tax return purposes). If the visitor is resident in a country that the U.S. has a tax treaty with **AND** the foreign visitor has a U.S. tax id number they can complete form 8233 and are exempt from the 30% income tax withholding.

A foreign visitor who is not able to claim a tax treaty benefit may be able to claim a refund of money withheld at year end and should file a 1040NR. For this purpose the foreign visitor needs a U.S. Tax ID Number.

If the visitor does not have a U.S. tax id number, they can complete form W-7 (Application for IRS Individual Taxpayer Identification Number). This application and instructions for completing this form can be found on the Tax Department website at http://www.rci.rutgers.edu/~univcont/New/tax_department . Under Taxation Topics, click on *Payments to nonresident aliens and IRS form 1042 reporting*. Click on site on right side Form W-7 box. Please contact the Tax Department for help in completing this form.

You are encouraged to plan 6 months in advance for inviting visiting scholars when possible. It usually takes 6 – 8 weeks to receive a ITIN if there are no extenuating circumstances.

Your cooperation is appreciated. If you have any questions, please do not hesitate to contact Anelia Dolan in the Tax Department at 732-445-4212.