
Honorarium Payment Form

See [Honorarium Policy](#) for information, requirements, and accompanying procedures.

An honorarium is a payment for gratuitous services for which custom or propriety forbids a price to be set. It is a “thank you” gesture of goodwill and appreciation. It is not a previously agreed upon payment for services. This payment is made on a one-time basis.

Per Internal Revenue Service (IRS) regulations, honorarium payments are taxable. Please note, a [Payee Data Record \(PDR\)](#) must be submitted with each honorarium request. Please complete the fields below for processing of payment to the recipient of the honorarium. A 1099 form will be issued if all payments to the individual exceed \$600 in a calendar year.

Recipient Name:	
Last Four Digits of SSN:	
Address for Payment:	
Date(s) of Gratuitous Service:	
Reason for Honorarium:	
Honorarium Amount:	

[Foreign National Tax Information Collection Form](#) completed and attached as appropriate.

By signing below, I certify that: all supporting documents are attached, all expenditures are for official CSE, UF or Farm business and are allowable and allocable to the specific projects/keys listed, payment has not been issued from any other source and that the gratuitous services were completed, that the compensation hereby approved for payment is appropriate to the gratuitous service performed, and that the payment is a “thank you” gesture of goodwill and appreciation.

Printed/Typed Name of Project Director:	
Signature of Project Director:	
Signed Date:	