

AWARD or HONORARIUM* REQUEST FORM

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

*An honorarium is a payment given to a professional person for service for which fees are not legally or traditionally required. The payment is 1099 reportable. Example: speakers and visiting scholars

Date: ____/____/____

Award or Honorarium Requested for:

Name: _____

Permanent Home Address: _____

City, State and Zip: _____

Phone: _____ E-Mail: _____

Description: _____

Event Date: _____ Payment Amount: _____

Check appropriate boxes:

Award Honorarium

Is this person a student? Yes No

Is this person a **Boston College** student? Yes No

Is this person a **Boston College** employee? Yes No

*Students are not eligible to receive honorariums

Provide Eagle ID # if the person is a BC student or BC employee: _____

Provide BC Vendor ID # if the person is not a BC employee: _____ **The request will be returned if the Vendor cannot be found.** To obtain a BC Vendor ID #, the vendor must complete a **W-9 Form** at:

www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html

Chartstring Name (Required): _____ **Department Name:** _____

Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>

Award or Honorarium Requested by:

Name: _____ Title: _____

Phone: _____ E-Mail: _____

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

----- **For SABSC Use Only** -----

Comments: _____

Voucher #: _____ Date: _____ Processed by: _____

How to Ensure Effective Processing

General Information

- An honorarium is a payment given to a professional person for service for which fees are not legally or traditionally required. The payment is 1099 reportable. Example: speakers and visiting scholars. This form should NOT be used for payment for any other services or for reimbursements
- Students cannot receive honorariums, but can receive awards
- Fill out the Award or Honorarium Form completely and legibly. The form can be filled out online and printed
- The form must be signed by the appropriate signatories
- Permanent home address required
- No supporting documentation is required with this form
- For your records, make a copy of the form before submitting to the SABSC

Checking on a Payment

- It can take 10 business days for a check to be processed through the University System if all forms are completed correctly and all appropriate supporting documentation is attached. Inaccurate/incomplete paperwork will hold up the process
- The recipient's check will be mailed to the address provided on the Award or Honorarium Form, unless otherwise indicated
- Direct Deposit/Electronic Fund Transfer (EFT) is preferred and will allow the recipient to receive payment in a more efficient and timely manner. EFT check cannot be held for pick up
- If the award recipient is a BC student he/she can sign-up for direct deposit at <https://www.bc.edu/content/dam/files/offices/buy/pdf/StudentDirectDepositFormRevised.pdf>