

# Honorarium Form

Please submit a flyer for the event along with this document

Submitted by: \_\_\_\_\_ Today's Date: \_\_\_\_\_



**Please Review Special Circumstances.**  
**Payment will be delayed if not all requirements are met.**

## Event Information

Title and/or Purpose: \_\_\_\_\_

Fund to charge: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Honorarium Amount: \_\_\_\_\_

## Payee Information

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

US Citizen? :  Yes  No

From Other UC? :  Yes (If yes, SSN not needed)  No

First time UCB Payee?:  Yes  No

If yes, we will send the invitation to register directly in our system. If no, we will confirm their information is still current.

## Special Circumstances

### From Other UC Campus

- Does NOT need the SSN
- Use UPAY form online

### Non-US Citizens

- Need SSN or ITIN
- Need Glacier record

- For help completing the Glacier record, please contact Arthur Quilao, Foreign Tax Analyst [aquilao@berkeley.edu](mailto:aquilao@berkeley.edu) 510- 642-2836
- For help obtaining an ITIN, please contact the Christine Chang, Foreign Tax Analyst, [cschang@berkeley.edu](mailto:cschang@berkeley.edu) 510-642-0681