

HONORARIUM PAYMENTS FOR NON-RESIDENT ALIENS

The process for Honorarium Payments for Non-Resident Aliens must begin with an agreement letter (see sample text below). A signed copy of this letter is required for Campus Payroll to process the payment. The letter must include recipient's name, address, SSN or ITIN, plus the amount of payment, date(s) of service and a signature line and date for the recipient to confirm agreement.

In addition to the documents listed on the additional [NRA HONORARIUM DOCUMENTS REQUIRED](#) information sheet, the recipient will also be required to complete the online Glacier Tax Summary. Recipients without either SSN or ITIN will be charged applicable tax (up to 30%). Recipients with SSN or ITIN may be able to have some or all taxes waived if they qualify for an Income Tax Treaty. *This can only be calculated through the Glacier Tax Application and cannot be determined by the SLLC Payroll Office.* Payment availability will depend on timely filing of all required documents. Questions may be directed to the SLLC Payroll Office (adarroe@umd.edu).

[SAMPLE LETTER]

April 1, 2019

Dr. Doctor

STREET ADDRESS CITY, COUNTRY POSTAL CODE

Dear Dr. Doctor,

On behalf of the Department of XXX and the School of Languages, Literatures, and Cultures (SLLC), I am very pleased to invite you to come to the University of Maryland at College Park (UMD) to INDICATE WHAT PARTICIPANT WILL BE TAKING PART IN on DATE

Should you be able to accept the terms expressed in this letter, we will be honored to announce it to the Campus community and to start the appropriate administrative process.

Your responsibilities will be as follows:

- I. At the University of Maryland: 1) give a public lecture (45-50 minutes) in English for a broad academic community on DATE, followed by XXX 2) hold one workshop/seminar (90 minutes) in German about XXX PLUS ANY OTHER REQUIREMENTS for graduate students and faculty on DATE.
- II. (IF DOING MULTIPLE EVENTS) At OTHER VENUE: 1) You will deliver a second public lecture (45-50 minutes) in French, on DATE, followed by a question and answer period and a reception.

The topics of the lectures and workshop will cover your areas of expertise and we can discuss further your preferences and topics that can generate more interest.

For all the above, specified activities, DEPT/SLLC is very pleased to offer the amount of \$1000.00. Once again, I am pleased to be able to make this offer and I look forward to seeing you in the near future.

SALUTATION

Your signature indicates acceptance of this offer:

Signature: _____ Date: _____