



SLLC Honorarium Payment Form

(Use this form as supporting document to pay a presenter)

Name of Presenter: _____

Email: _____ SSN: _____

Contact No.: _____ ITIN: (if no SSN) _____

Mailing Address: _____

Citizenship Status: [] US Citizen [] Permanent Resident [] Non-Resident Alien

Visa Type (if NRA): _____ Country of Residence: _____

US Citizen and Resident Alien statuses are processed through Accounts Payable Office. It takes about 4 to 6 weeks for a check to be issued. W-9 Tax form is required if Presenter is not on the electronic financial system.

Non-Resident Alien statuses are processed through payroll which requires completion of tax documents online through Glacier Nonresident Alien Tax Compliance System (online-tax.net) and submission of required documents to SLLC Payroll. H-IB visa holders may not receive honorariums from UMD. Holders of B-1, B-2, WB, and WT visas may be paid for usual academic activities if specific conditions are met (ACWIA 1998). Individuals without either a Social Security Number (SSN) or Taxpayer Identification Number (ITIN) must complete and submit a W-7 form to the IRS in addition to the required UMD forms. Barring any applicable tax treaty, the IRS requires that U.S. Federal Tax be withheld (current rate: 30%) from any paid funds. Please permit 30 days UMD processing time. Contact SLLC Payroll Coordinator (JMZ 3215H) for additional information.

Agreed Payment: (in words and dollar amount) _____

Services Rendered: _____

Name of Event: _____

Duration of Event: (start and end date) _____ to _____

I agree to the above terms.

Presenter Signature: _____ Date: _____

Department Head Approval:

KFS Account No.: _____ Account/Project Name: _____

USM/UMCP Foundation Acct No.: _____ Foundation Acct Name: _____

Authorized Name: _____

Authorized Signature: _____ Date: _____

To be completed by SLLC Business Services:
Req#: _____ Sub Code: _____ KFS Doc#: _____ Date of Request: _____
Date Entered: _____