

HONORARIUM/LECTURE FEE
CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION
(562) 985-5430

Vendor # _____

ARE YOU A FIRST TIME PAYEE? IF SO, COMPLETE SUBSTITUTE W-9 FORM AND RETURN IT TO ACCOUNTS PAYABLE BEFORE PAYMENT WILL BE MADE. ☐ ON FILE ☐ ATTACHED

Foundation and University employees cannot receive honoraria from the Foundation and must be paid for their services through payroll.

Payable to (Payee) _____

Is Payee a University or Foundation Employee

☐ Yes ☐ No

Street _____

City, State, Zip _____

Phone Number _____

Social Security Number _____

(Failure to disclose this information will delay the processing of this form.
If new payee, submit Sub W-9 form to AP before payment will be made.)

U.S. Permanent Resident or Citizen? ☐ Yes ☐ No

If no, a Foreign National Information Form will need to be completed. Call
University Tax Director at (562) 985-7188.

Dept. Ref. # _____

Check to be distributed as follows

☐ U. S. Mail

☐ Payee/Dept. Staff Pick-up _____

Name _____

Payee's Ext _____

Payee must present appropriate I.D. before
check will be released.

Note: CA Non residents may be subject to 7%
withholding for state income taxes.

Amount \$ _____

Special Lecture (subject) _____

Date of Lecture/Service _____

Place of Lecture/Service _____

Group Lectured/Serviced _____

Project Number (8 digits) _____

G/L Line Item # (6 digits) _____

Project Justification or
Purpose of Expenditure: _____

SIGNATURE OF RECIPIENT _____

Note: A Form 1099 MISC. or Form 1042 for Non-Resident Aliens will be issued annually to the recipient, if applicable.
Please consult your tax advisor for proper income tax reporting of Honorarium/Lecture Fees received.

Authorized Signer _____

Date _____

Foundation Use Only

A/P Tech Approval

Date

Allowability Approval

Date

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Foundation and University employees cannot receive honoraria from the Foundation and must be paid for their services through payroll.

Please print or type the following:

PAYABLE TO (PAYEE) – The full name of the payee.

STREET, CITY, STATE, AND ZIP – The mailing address of the payee.

PAYEE'S SOCIAL SECURITY OR FEDERAL TAX ID NUMBER – Honoraria are subject to Income Tax and a form 1099 will be issued to honoraria recipients who receive more than \$600 annually from the Foundation. If a first time payee, complete and submit a Substitute W-9 form before payment will be made. The form may be downloaded from our website, click on forms (www.foundation.csulb.edu). Therefore payment may not be processed without the Social Security or Federal Tax ID number of the payee.

DEPT. REF. # - This reference number is supplied by the project to simply reconciliation of monthly reports. The Foundation will key in this number when paying the request. Use of this reference number is optional. The number will appear on the transaction's reference line on the monthly report.

AMOUNT – The amount of the honoraria. An honorarium is normally limited to \$1,000 or less.

SPECIAL LECTURE (SUBJECT) – Describe what the lecture was about, what the special qualifications of the lecturer are, etc. Any documentation pertaining to the payment must be attached (i.e., a flyer stating the time, date, and speaker for a lecture).

PROJECT # AND G/L LINE ITEM # - Provide the project number being charged. Provide the Line Item General Ledger Account Number being charged within the project (see Chart of Accounts – call the number above to request a copy). Provide the dollar amount charged for that Line Item Account Number. The last two digits of the G/L Line Item Number are designated by the Foundation as zeros; however, the Project may make arrangements with the Foundation to use these numbers to define expenses for tracking purposes. If there is more than one project charged or more than one Line Item Account charged, use as many lines as there are individual charges. For example:

Project # (8 digits)	G/L Line Item # (6 digits)	Amount
<u>06003500</u>	<u>510000</u>	<u>\$25.00</u>
<u>06003500</u>	<u>584000</u>	<u>\$75.00</u>

PROJECT JUSTIFICATION/PURPOSE OF EXPENDITURE – Provide justification for paying this lecturer/honorarium recipient and why it is deserved.

SIGNATURE OF RECIPIENT – The recipient must sign the form.

AUTHORIZED SIGNATURE – The Project Director or an Authorized Signer must approve the transaction for payment.

DATE – The date the invoice is completed.