



STIPEND, AWARD, AND HONORARIUM PAYMENT FORM

This form is used to request a stipend, cash award, or honorarium be paid to a non-employee. **This form cannot be used to pay an employee. This form cannot be used to pay individuals for performing a contractual service. Contractual services, including speakers, are paid through the procurement contract process.**

PART I: REQUEST FOR TAXPAYER IDENTIFICATION INFORMATION (Substitute Form W-9)

Federal law requires that we have a W-9 form on file for each person or entity to whom the College makes a non-payroll payment. Please complete the following information. If you do not provide us with this information, your payments may be subject to federal income tax backup withholding, and you may be subject to a penalty imposed by the Internal Revenue Service under section 6723.

Name: _____ **S# or SSN:** _____
Full Legal Name

Address: _____

City, State & Zip: _____ **Phone #:** _____

Payee Signature: _____

PART II: PAYMENT INFORMATION

Check the applicable Payment Type below. Enter the corresponding Account Code in SLCCBuy.

Payment Type	Description	Account Code
Training Stipend	Payment given to an individual for attending or participating in a training activity	73530
Award Stipend	Payment given to an individual not tied to services rendered. <i>(Payments for services must be paid through the Procurement Contract Process)</i>	70610
Award	Payment given as a gift for a contest, raffle, or other like activity.	70610
Honorarium	Voluntary cash payment given for services for which fees are not traditionally required nor contracted. <i>(Speakers for whom an amount was agreed upon are paid through the Procurement Contract Process.)</i>	70620

Purpose: _____

Date of Activity: _____ **Amount \$** _____