



**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 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
Stipend	Payment given in accordance with an agreement when no services are required.	73530
Grant Stipend	Same as above but paid from Grant funds.	72525
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 or contracted.	70620

*\*Note that Speakers should be paid through the Procurement Contract Process.*

**Purpose:** \_\_\_\_\_

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