

Rhode Island School of Design Honorary Payment Request



Instructions

An honorarium is a payment made as an expression of gratitude to a lecturer, critic or professional person outside of the RISD community. Honoraria cannot be paid to RISD students, faculty, or staff. The payment is made with the understanding that the amount does not constitute compensation commensurate with the actual services provided; it is to acknowledge the contribution of gratuitous services to RISD and extend appreciation. An honorarium payment should be presented to the recipient after completion of the service. The honorarium payment is taxable and reportable income to all U.S. citizens if the sum of annual payment(s) is \$600 or more annually. International honoraria may be subject to withholding dependent upon the visitor's tax status as determined by Finance through Tax Navigator.

Payment Information

Payee Legal Name

Payee e-mail address

U.S. Resident **Yes** **No** **If no, what is the Country of Residency?**

Remit to address

Address Line 1 **City**

Address Line 2 **State** **Zip**

Visit Details

Department **Visit Date(s)**

Activity/Class(es) visited

Expense Distribution

General Ledger Account Number(s) to be charged

Fund	Program	Dept.	Object Code	Activity Code	Amount (USD only)
XX	XX	XXXXX	XXXXX	XXXX	\$

Total Due:

Requestor/Approver

Requested by (print) **Date**

Signature **Phone Ext.**

Authorized by (print) **Date**

Signature

Please note all bank fees charged to the beneficiary by their bank for receipt of this payment will be the sole responsibility of the beneficiary, all payments will be made in USD only

--AP USE ONLY--

Deduct **%withholding** **\$**

Date of Payment to IRS

Total Payment Due Beneficiary