

Honoraria

An honorarium is a one-time nominal payment made to an individual (not a corporation, business, or partnership) who is not an employee, student employee, or a student of the University, for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and for which a fixed business price has not been set.

How to request an honorarium:

The honorarium recipient needs to:

Complete and sign the top section of the honorarium recipient form and submit the form to the requesting GW department, along with a completed current W-9 form for domestic recipients or a W-8BEN for international recipients who are treated as nonresident aliens for US tax purposes. In addition, for international recipients, the Alien Information Request form is required.

The requesting GW department needs to:

Complete the bottom half of the honorarium recipient form (Clearly identify the purpose of the honorarium and the dates the service was provided to GW) and attach the completed form, along with the recipient's tax document(s), as backup to the payment request submitted through GW iBuy+ Invoice.

The honorarium form is found at:

https://accountspayable.gwu.edu/sites/g/files/zaxdzs1261/f/downloads/Honor_Form061818.pdf

The latest W-9 form (October 2018 version) is available at:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

or

<https://www.irs.gov/forms>

Instructions for completing the honorarium form are found at:

https://accountspayable.gwu.edu/sites/g/files/zaxdzs1261/f/downloads/Honor_Form_Instructions_R071218.pdf