

Luskin School of Public Affairs Honorarium/Guest Lecture Fee Request

Date: _____ Requestor: _____ Requestor's phone: _____

Payee's Full Legal Name: _____

Amount: _____ (Capped at \$1,500) Account name/number to be charged: _____

Approved by: _____

Is payee a U.S. Citizen or Permanent Resident? Yes Reportable on Form 1099-MISC if total payments for the calendar year are \$600 or more
No **Stop. Need to Complete "Honorarium/Guest Lecture Fee Request for Foreign Visitors" instead.**

Is payee an employee of the University of California system?
Yes
 Faculty STOP. Need to complete "One Time Payment Request" and submit to Pamela Harris.
 Staff STOP. Discuss with Fund Manager and HR.
No

Is payee a California Resident: Yes
No Subject to 7% state withholding if total payments for the year for services performed in CA exceed \$1,500.

Home Address (No work addresses or PO Boxes allowed. Please include city, state and zip code):

Social Security Number (or attach signed W-9): _____

Association (Ex: University Name/ Department, organization, etc...): _____

Position: (Ex: Professor of, Title, etc...): _____

Event Date: _____

Event Name/Purpose (Attach Flyer if available): _____

If payment is made to a third party (such as an agency) and NOT to the speaker directly, please discuss with Fund Manager prior to committing to the payment.