



**Michigan  
Technological  
University**

*Financial Services and Operations*

Third Floor Lakeshore Center  
1400 Townsend Drive  
Houghton, MI 49931-1295  
906/487-2242

## Honorarium Information Form

An honorarium is a form of gratitude shown toward an individual (non-Michigan Tech employee) of special achievement or reknown, in return for that individual's willingness to visit the University and participate in a University event of short duration (such as a speaker, etc). The recipient understands that the honorarium does not constitute compensation commensurate with the actual services provided. An honorarium is 1099 reportable, therefore payment of the honorarium requires the recipient's social security number. (Any compensation for Michigan Tech employees needs to be processed through payroll).

Last Name \_\_\_\_\_ Email \_\_\_\_\_

First Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Middle Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_

U.S. Citizen/Resident      Yes      No

Mailing Address of Check

Home Address  
(necessary for 1099 tax Purposes)

Describe reason for awarding an honorarium (including a detailed description of the event including date and location of event, service provided, etc.)

Employee Requesting Honorarium \_\_\_\_\_ Honorarium Amount \_\_\_\_\_

Department Authorization \_\_\_\_\_

**\* Attach to Check Request**