

NORTHEASTERN STATE UNIVERSITY

HONORARIUM FORM

Prepared by: _____

Date: _____

Phone Number: _____

INSTRUCTIONS:

Use this form if this is a payment to an individual who is a professional who provided services of a consultant, artistic or entertainment nature. To qualify, the individual must not have been on the payroll of the University or any other agency of the State of Oklahoma at the time the services are provided. The work must be of the type for which the University stipulates only the desired objective or product; the individual is free to determine the process or procedure to achieve that objective. General, the individual should be an authority or recognized expert in the field of endeavor for which retained, and the service should be of a non-recurring nature. The service should not be available within the staffing of the University.

PO Number: _____

Account Number:	Object Code:	Account Title:	Contract Amount:
Name of Recipient:		Type of Work:	
Social Security Number:			
Service Date(s):			

RECIPIENT – PLEASE READ CAREFULLY

Northeastern State considers all honorarium payments as compensation for Internal Revenue Service reporting purposes. The university will send IRS form 1099 miscellaneous income statements to all recipients as required by Internal Revenue Service regulations. It will be the recipient’s responsibility to retain the necessary documentation to use as a deduction from gross income. If you have any questions, contact the Office of Business Affairs.

RECIPIENT’S CERTIFICATION

Any person who is an employee of the state of Oklahoma is prohibited from contracting for professional or non-professional services with Northeastern State University.

Please sign the following certification:

I hereby certify that I am not an employee of the state of Oklahoma as of the performance date of this contract.

RECIPIENT’S SIGNATURE: _____ DATE: _____

RECIPIENT’S COMPLETE MAILING ADDRESS:

ACCOUNT SPONSOR APPROVAL: _____ DATE: _____

BUSINESS AFFAIRS: _____ DATE: _____