



Texas Christian University Honarium (Payment for Services) Request

This document must be completed prior to issuing payment. Submit completed form to Accounts Payable, Sadler Hall #2011, TCU Box 297011.

Mail Check: ☐ Pick Up Check ☐

Name

Tax ID # or SSN #

International: ☐ Yes ☐ No

Permanent Address

Amount

Authorized Codes

Account

Fund

Dept

Project

Approver's Name:

Approver's Signature:

1. Attach a copy of written agreement or explain the nature and DATE OF SERVICES performed.

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2. Is this individual presently in the employ of Texas Christian University or Brite Divinity School?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If the answer to question 2 is "yes", you do not need to complete the remainder of this form.

3. Must this individual comply with instructions about when and how services are performed?

<input type="checkbox"/>	<input type="checkbox"/>
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4. Is this individual trained by the University to perform the service?

<input type="checkbox"/>	<input type="checkbox"/>
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5. Is the service similar to services generally performed by other University employees?

<input type="checkbox"/>	<input type="checkbox"/>
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6. Is this individual assigned a University employee to assist him or her?

<input type="checkbox"/>	<input type="checkbox"/>
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7. Does this individual perform the same service for the University on a frequent basis?

<input type="checkbox"/>	<input type="checkbox"/>
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8. Does the University supply the tools, materials and supplies necessary to complete the assignment?

<input type="checkbox"/>	<input type="checkbox"/>
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9. May this individual determine his or her own working hours?

<input type="checkbox"/>	<input type="checkbox"/>
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10. Does this individual market his or her services to the general public?

<input type="checkbox"/>	<input type="checkbox"/>
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After a review of the answers presented above, it may be necessary to classify the individual as an employee and issue the payment on a payroll check with applicable taxes withheld.