



# Texas Christian University Honorarium (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 Shawn Fahimi

Tax ID # or SSN # \_\_\_\_\_ International: ☐ Yes ☒ No

Permanent Address 123 P Sherman Way  
Fort Worth, TX 76129

Amount 350.375

Account	Fund	Dept	Project

Authorized Codes

Approver's Name: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_

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

For SuperFrog appearances made between the dates 2023-12-01 and 2023-12-26.

- |   | YES                                 | NO                       |
|---|-------------------------------------|--------------------------|
| 2. Is this individual presently in the employ of Texas Christian University or Brite Divinity School? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Must this individual comply with instructions about when and how services are performed?           | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4. Is this individual trained by the University to perform the service?                               | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5. Is the service similar to services generally performed by other University employees?              | <input type="checkbox"/>            | <input type="checkbox"/> |
| 6. Is this individual assigned a University employee to assist him or her?                            | <input type="checkbox"/>            | <input type="checkbox"/> |
| 7. Does this individual perform the same service for the University on a frequent basis?              | <input type="checkbox"/>            | <input type="checkbox"/> |
| 8. Does the University supply the tools, materials and supplies necessary to complete the assignment? | <input type="checkbox"/>            | <input type="checkbox"/> |
| 9. May this individual determine his or her own working hours?  | <input type="checkbox"/>            | <input type="checkbox"/> |
| 10. Does this individual market his or her services to the general public?                            | <input type="checkbox"/>            | <input type="checkbox"/> |

**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.**