

# Honorarium Acceptance



TODAY'S DATE

## Recipient Contact Information

**Important!** This form should only be used when an honorarium has been accepted by a non-employee individual as a gift in recognition of a service. It should not be used for entities/organizations or for services billed via invoice.

FIRST NAME

LAST NAME

STREET ADDRESS

CITY/TOWN

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

EMAIL

## Services Rendered

PLEASE DESCRIBE THE SERVICES TO BE PROVIDED

DATE OF SERVICE

HONORARIUM AMOUNT

WILL THESE SERVICES BE PROVIDED IN THE UNITED STATES?

☐ Yes☐ No

VISA TYPE (IF APPLICABLE):

## Nationality

CHOOSE ONLY ONE OPTION

☐ **I am a U.S. citizen or resident alien of the United States.** I understand that the University will report the payment as taxable to the IRS on Form 1099.

☐ **I am not a U.S. citizen or permanent U.S. resident.** I have accepted an invitation from Princeton University which will provide an honorarium payment and/or associated incidental expenses. The payment or incidental expenses will be for a usual academic activity which is open to students or the general public free of charge. This activity will not last longer than nine days, is made for the benefit of Princeton University, and I have not accepted such payment or expenses from more than five institutions in the previous six month period.

**For services provided in the United States:** I understand that the University will apply 30% withholding and report the payment as taxable to the IRS on Form 1042-S. To request a tax treaty exemption from withholding, please complete and submit IRS Form 8233 using a valid SSN or ITIN along with this honorarium acceptance form. I understand that the 8233 will be submitted to the IRS for a determination of tax treaty exemption status and their decision shall be considered final. Substitute Form for W-8BEN. (for use by foreign individuals): This statement is being made in accordance with Treasury Regulations, Section 1.1331-1(e)(4)(vi). I certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
  - (a) not effectively connected with the conduct of a trade or business in the United States,
  - (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
  - (c) the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

## Signature

I understand the University cannot make payments to third parties I designate in lieu of providing a payment to me.

NAME (PRINT NAME)

DATE

SIGNATURE

► **Honorarium Recipients: Complete and submit this form to your contact at Princeton University.**  
**University Employees: Attach the completed form to a Non-PO Payment Request in Prime Financials.**  
 Questions? Contact the Financial Service Center at (609) 258-3080, or email [finance@princeton.edu](mailto:finance@princeton.edu).