



HONORARIUM/PROFESSIONAL SERVICES

PAYMENT NON-UW employees

The Henry M. Jackson School of International Studies
University of Washington, Box 353650

PLEASE TYPE FORM

IMPORTANT: If requesting an honorarium, you must attach a completed **UW Form 1631**. If requesting payment for professional services, you must attach **UW Form 1632** and a formal invoice from the vendor (payee).

NOTE: If requesting payment for a foreign national, you must ensure the type of payment is allowable based on visa type and complete the necessary forms listed in the link below. See payments that can be issued to foreign nationals chart here:

<https://finance.uw.edu/globalsupport/honorarium-payments-foreign-nationals>

For Business Office Use:

Payment for Services _____

Date _____

Requested by _____
(UW faculty/staff)

Program _____

Phone _____ E-mail _____

Budget # ___ - _____ Amount \$ _____ PCA _____ Authorized Signature _____

Budget # ___ - _____ Amount \$ _____ PCA _____ Authorized Signature _____

Individual's Legal Name _____
(no nicknames)

US Citizen Resident Alien Non-Resident Alien

If non-resident alien, where were services performed: US Abroad US and Abroad

Tax ID: _____ Will this person be paid more than \$10,000 in a year? Yes No

Permanent Home Address _____
(street address ONLY; no P.O. box numbers)

City _____ State _____ Zip/Postal Code _____ Country _____

Lecture Title: _____

Lecture Location: _____
(Building & Room Number if at UW. Otherwise, provide address)

Lecture Date & Time: _____

Description of Professional Services:

Location of where services were performed: _____
(City & State, or Country if abroad)

Dates of Service: _____

Service Completed On: _____

Expense Summary:

Honorarium \$ _____

Professional Service \$ _____

TOTAL \$ _____

Submit form to: **JSIS Accounts Payable, Thomson Hall 4th floor Mailroom**

This form shall not be reproduced by units other than the Jackson School without written permission.

Rev: 12/11/18
JSIS-93