



HONORARIUM/PROFESSIONAL SERVICES

PAYMENT NON-UW employees

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

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>

Date _____ Requested by _____

Program _____ E-mail _____

Cost Center: _____ Work Tag: _____ Work Tag: _____ Amount _____ Authorized Signer: _____

Cost Center: _____ Work Tag: _____ Work Tag: _____ Amount _____ Authorized Signer: _____

Payee's Legal Name _____ Payee's Email _____
(no nicknames)

US Citizen Resident Alien Non-Resident Alien

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

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 _____

HONORARIA

Lecture Title: _____

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

Lecture Date & Time: _____

PROFESSIONAL SERVICES

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

Expense Summary:

Service Completed On: _____

Honorarium \$ _____

Professional Service \$ _____

TOTAL \$ _____