

***This form is for payment to individuals who are not APU employees. Please complete all fields or the form will be returned.***

An honorarium is typically a one-time gratuitous payment made as a gesture of good will and in appreciation to guest speakers or others who provide services for which payment is not required. Payment is generally considered to be a token of appreciation for services provided, rather than fulfillment of an obligation, and the service provided is often event-related, such as a performance or speaking engagement. **If the fee is required by the individual or is negotiated, it is no longer an honorarium.**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last First MI

Home Address: \_\_\_\_\_  
Street (No PO Box) City State Zip

Department Name: \_\_\_\_\_

Department Contact Person's Name (please print): \_\_\_\_\_ Extension: \_\_\_\_\_

Peoplesoft Account Number (required): \_\_\_\_\_  
5 3 5 1 0 0  
Fund Dept Account Project (if applicable)

PAYMENT AMOUNT: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Location where services will be performed: \_\_\_\_\_

Detailed Description of Service: \_\_\_\_\_

**\*If this is the FIRST TIME this individual is receiving a payment from Azusa Pacific University, please attach a completed [Supplier Information/Substitute W9 Form](#).**

If the individual is not a California resident, a completed [CA 587 Non-Resident Form](#) is also required. The individual may also be subject to 7% backup withholding for California. Payment will be reported to the IRS as required by law. The individual should complete a new CA 587 (if applicable) form yearly. If the individual is not a US resident, please contact the Business Office for further instructions ([accountspayable@apu.edu](mailto:accountspayable@apu.edu)).

**Supplier Information/Substitute W9 attached:** Yes  No, form already on file

**CA 587 Non-Resident Form attached:** Yes  Not applicable, individual is resident of CA

Honorarium checks are sent to the originating department for distribution unless the department requests something different. An honorarium is to be paid after the related service has been completed.

**\*Requests over \$500 also require the signature of the department's Dean, Vice Provost, or Vice President.**

\_\_\_\_\_  
Authorized Budget Signer (Print Name) Signature Date

\_\_\_\_\_  
\*Vice President, Vice Provost, or Dean Signature (if over \$500) Date

**DELIVERY:**  Email when check is ready for pick up: \_\_\_\_\_ @apu.edu  
 Mail to individual at home address noted above

**SUBMIT COMPLETED FORM TO [HRCompensation@apu.edu](mailto:HRCompensation@apu.edu) FOR APPROVAL AND PROCESSING.**

**HR USE ONLY:** Human Resources Representative (print name) \_\_\_\_\_

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of HR Representative