TRENT UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR HONORARIUM

This form is to be used to request payment for visiting speakers, external examiners, performers, athletic officials etc. who are not currently on Trent's payroll. NOTE: Reimbursements for honoraria are processed through the bi-weekly payroll. Requests must be received in the Department of Human Resources not later than 12:00 noon on the Friday preceding a bi-weekly payroll week. Bi-weekly payroll schedules may be obtained from the Department of Human Resources.

DATE		TRENT STUDENT # (if applicable)	

NAME	

MAILING ADDRESS	PERMANENT ADDRESS (if different)

SOCIAL INSURANCE NUMBER (Canadian Citizens only)	
SOCIAL INSURANCE NUMBER/NATIONALITY (non-Canadian) (Please note: All payments to non-Canadians are subject to a 15% federal tax)	
EXPLANATION OF HONORARIUM	
AMOUNT (Canadian funds only)	

All honoraria recipients, Canadian or non-Canadian should indicate whether they qualify as small suppliers under G.S.T. rules completing section (a) or (b) below.
Note: In order to qualify as a small supplier throughout a calendar quarter and the following month a person's total revenue from taxable supplies or services in Canada in the four calendar quarters immediately preceding the particular quarter cannot exceed $30,000.00.

(a) I certify that I quality as a small supplier under the Goods and Services Tax and have not registered to collect G.S.T.

_____ _____ _____
Signature Company Name (if applicable) Date

(b) I certify that I have registered to collect G.S.T. G.S.T. Registration #_____

_____ _____ _____
Signature Company Name (if applicable) Date

HONORARIA RECIPIENT SIGNATURE		DATE	

ACCOUNT TO BE CHARGED	AUTHORIZED SIGNATURE	DATE

(to be completed by the Department of Human Resources only) *AUTHORIZED SIGNATURE*	*DATE OF PAYMENT*