

DEPARTMENT OF HUMAN RESOURCES/PAYROLL REQUEST FOR HONORARIUM/STIPEND

This form is to process a one-time payment to honour a guest financially. Approved forms received by payroll before the posted <u>deadlines</u> will be included in the bi-weekly pay. Payments may be delayed if the form is incomplete.

DATE		TRENT STUDENT # (if appli	cable)				
NAME				Date of Birth			
MAILING ADDRESS			BANKING INFORMATION ATTACHED				
			A cheque marked 'VOID' or complete direct deposit form provided by your bank must be attached for direct deposits.				
	INSURANCE NU arting with '9' mus	MBER t be accompanied by work/study	permit a	nd SIN letter)			
		MBER/NATIONALITY (non-Cana s to non-Canadians are subject to		federal tax)			
	NATION OF HONG ed work performed	DRARIUM d, will be processed as a stipend)					
NUMBER OF HOURS (how many hours did the recipient contribute for this stipend) *Hours worked are required to ensure payments meet minimum wage requirements and that El hours are recorded in employee file							
AMOUN	IT (Canadian fund	s only)					
section (a) o	or (b) below. der to qualify as a smal	or non-Canadian should indicate whether I supplier throughout a calendar quarter a he four calendar quarters immediately pre	nd the follo	owing month a person's	total revenu	ue from taxable	olete
		a small supplier under the Harmor					t H.S.T.
Signature Company Name (if applicable)					_	Date	
(b) I certif	y that I have regist	ered to collect H.S.T.H.S.T. Regi	stration	#			
	Signature	Cor	Company Name (if applicable)			Date	
CCOUNT 1	TO BE CHARGED	AUTHORIZED NAME	AUTHO	ORIZED SIGNATURE		DATE	

Note 1: The Payroll Department reserves the right to change the honorarium payment to a stipend if it is deemed 'work performed'. In such cases, the account object code may be changed and the payment subject to Income Tax, CPP and EI in accordance with CRA rules and regulations.

Submission:

- For payments from Research Accounts (beginning with 53 or 55), the completed form must be submitted to researchfinance@trentu.ca for approval and processing.
- For payments from Restricted Funds / Trust Accounts (beginning with 43 or 45), the completed form must be submitted to finance@trentu.ca for approval and processing.
- For payments from all other accounts, the completed form must be signed by the account holder and submitted to timesheets@trentu.ca for processing.