



DEPARTMENT OF HUMAN RESOURCES/PAYROLL
REQUEST FOR HONORARIUM/STIPEND

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. Honoraria are normally processed with the bi-weekly payroll. Requests must be received in the Payroll Office not later than 4:30 pm on the Thursday preceding a bi-weekly payroll week. Bi-weekly payroll schedules may be obtained from the Department of Human Resources/Payroll website.

DATE		TRENT STUDENT # (if applicable)	
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NAME		Date of Birth	
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MAILING ADDRESS

BANKING INFORMATION: Attached <input type="checkbox"/> A cheque marked 'VOID' or complete direct deposit form provided by your bank must be attached for direct deposits.

SOCIAL INSURANCE NUMBER (SINs starting with '9' must be accompanied by work/study permit and SIN letter)	
SOCIAL INSURANCE NUMBER/NATIONALITY (non-Canadian) (Please note: All payments to non-Canadians are subject to a 15% federal tax)	
EXPLANATION OF HONORARIUM (if deemed work performed, will be processed as a stipend)	
NUMBER OF HOURS (how many hours did the recipient contribute for this stipend)	
AMOUNT (Canadian funds only)	

All honoraria recipients, Canadian or non-Canadian should indicate whether they qualify as small suppliers under the H.S.T. rules and complete 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 qualify as a small supplier under the Harmonized Sales Tax and have NOT registered to collect H.S.T.

_____	_____	_____
Signature	Company Name (if applicable)	Date

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

_____	_____	_____
Signature	Company Name (if applicable)	Date

ACCOUNT TO BE CHARGED	AUTHORIZED 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.

Note 2: Payment may be delayed if the form is incomplete.

Note 3: Hours worked are required to ensure payments meet minimum wage requirements and that EI hours are recorded in employee file