



DEPARTMENT OF HUMAN RESOURCES/PAYROLL REQUEST FOR HONORARIUM

This form is to be used to request **payment for visiting speakers, external examiners, performers etc.** who are **NOT** currently on Trent's payroll. Honoraria are processed on the bi-weekly payroll. **Requests must be received in the Payroll Office NO later than 12:00 noon** two Thursdays preceding the bi-weekly payroll. Bi-weekly payroll schedules may be obtained from the Department of Human Resources/Payroll website.

DATE TRENT STUDENT # (if applicable)

NAME DATE OF BIRTH

MAILING ADDRESS

PERMENANT ADDRESS

SOCIAL INSURANCE NUMBER
(Canadian Citizens only)

SOCIAL INSURANCE NUMBER/NATIONALITY
(Non- Canadian)
(please note: all payments to non-canadians are
subject to 15% federal tax)

EXPLAINATION OF HONORARIUM

AMOUNT

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 PLEASE PRINT NAME 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.