

Bard College Honorarium Request



This form is only for visiting speakers from other education institutions. Other payments to Bard College guests should be requested using a standard Check Request form. More information is available in our Honorarium Request Policy.

Guest Details

Vendor No.	_____	Date:	_____
Guest Name	_____		_____
Address	_____	Account Number:	_____
	_____		_____
	_____	Honorarium Amount::	_____
Email	_____		_____

Event Details

Description of Event	_____

Event Date & Location	_____

Checklist of Required Items

Missing items will result in a delay in processing until all items are received.

Completed and Signed Request Form (this form)

IRS Form W-9 (if not already on file)

Completed Sprintax Questionnaire or Activation Request (if applicable)

Event Flier, Speaker Bio if Flier not Available

Requested by (Print): _____ Approved by (Print): _____

Requested by (Sign): _____ Approved by (Sign): _____