Bard College - Honorarium Request Policy

Visiting speakers from outside education institutions may be eligible to receive an honorarium for their participation in academic events following the submission of the *Honorarium Request* form, available on the [Business Office website](#) or by emailing budget@bard.edu.

Please complete the *Honorarium Request* form and submit a signed copy for supervisor approval along with all applicable attachments.

If this is the first time the guest will be paid through Bard's Accounts Payable office, please include a completed IRS Form W-9. If this is not known or if their information has changed, please submit a W-9.

Foreign, non-US citizens must complete a tax determination questionnaire through Sprintax. Sprintax questionnaire access will be granted upon email request to budget@bard.edu. If the recipient is entitled to claim a tax treaty exemption, please provide a completed IRS Form [8233](#). For questions regarding Sprintax, please reference our Tax Determination for Foreign, Non-US Residents policy.

Please include a copy of the event flier with your request. If a flier is not yet available or if there is no accompanying flier for the event, you can substitute a copy of the guest's bio.

Requests for honoraria must include the following documents:

- Completed and Signed Request 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

Requests that do not contain all of the requested information will not be processed until all requirements are satisfied.

Please do not use this form to request payment for speakers who are employed by Bard College or for visiting guests who are not performing in an academic capacity. You should use the standard Check Request form for these payments.

Follow up inquiries regarding honoraria requests can be sent to budget@bard.edu. Please include the speaker's name as it would appear on the check and the date of submission for the request form.