

CMDI Honorarium (HNR) Payment Procedure

An honorarium is a token payment, or reward, made to an individual for a one-time professional service (i.e., a guest lecture) for which custom forbids a price to be set. This is different than an independent contractor.

If you would like to pay someone an honorarium, please complete the [CMDI Honorarium Form](#). You will need to provide the following information:

- Name of recipient
- Purpose of honorarium payment – this should be specific, bearing in mind that the campus approvers who process these payments are not familiar with you or your work.
 - For guest speakers, include the date of presentation and class name or event name
 - For research participants, include the name of the project and a brief description of the project
- Amount to award
- Speedtype to charge
- Citizenship status (US Citizen or Foreign National)
- Recipient Mailing Address
- Recipient Email Address
- Recipient Phone Number

Once we receive your form submission, CMDI Finance will submit a supplier registration request in CU's Marketplace payment system. The recipient will receive a link to register, and must provide a W-9 or W8-BEN as part of their registration. If you are a CMDI department admin with access to Marketplace, we ask that you complete this step prior to submitting the Honorarium Form.

This step can be confusing for honorarium participants, as it requires some effort on their part to receive a single payment. You can let them know that this is a requirement of the IRS, and CU cannot deviate from this process.

Honoraria are paid by check sent through the mail unless the individual lives internationally, in which case they can opt to receive a wire transfer. Each wire transfer incurs a \$20 fee which is charged directly to the speedtype provided.

Honoraria provided to foreign nationals may require additional paperwork. If the participant participates remotely, then we can process this as normal. If the honoraria is paid to a foreign national who traveled to the US to perform their service. In this case, we will also need:

- Copy of passport photo page
- I-94 documentation from the visit
- W8-BEN
- Signed [Compliance Statement](#)
- Wire Transfer Form – this is sent via DocuSign directly to the individual. Please do not ask for banking information by email as this is not secure.

Additionally, these types of payments are subject to taxation by the IRS at a flat rate of 30%. This means that if you inform the participant that they will receive \$1,000 as an honorarium, if they are a foreign national who participated in person in the US, the actual amount that they will be paid is \$700.

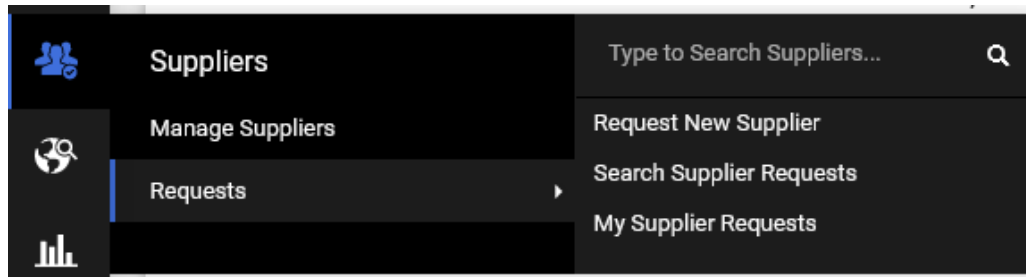
Honoraria usually take about 3-4 weeks to process. This timeline can be significantly increased if the person does not promptly complete their supplier registration in Marketplace. As a result, if the person is participating in person at CU, we strongly encourage you to have them complete their registration while you are with them. You can notify CMDI Finance to send them a link ahead of time if you do not have direct Marketplace access.

Questions? Please contact CMDIFinance@colorado.edu.

Instructions for Finance Team:

To initiate an honorarium payment for an individual:

1. In order to pay an Honorarium, the recipient must be active in the CU Marketplace. To determine if the honorarium recipient is already set up in CU Marketplace, refer to [Searching for a Supplier in CU Marketplace](#). If they are already set up as a supplier, you can simply submit the [Honorarium Request Form](#). If the recipient is not found in your search, you will need to submit a Supplier Request.
 - a. To access Marketplace: MyCUInfo > CU Resources > Business Tools > CU Marketplace
 - b. In Marketplace, from the menu on the left, hover over Supplier Management >Requests > Request New Supplier



2. Adding Suppliers
 - a. Select a supplier request form: Honorarium Recipient
 - b. Complete all required fields and click Submit.
 - c. The Supplier Support team will review the request within one business day - the supplier will either be invited to complete their profile, or you will receive an automated email with additional information on the supplier request.
3. Once you have completed the Supplier Request in Marketplace, complete the [Honorarium Request Form](#).

If the individual is a non-US citizen or a US citizen who lives abroad, you will need to collect additional documentation from them. [Visit here for more information on international AP Payment requirements](#).

For additional help, please refer to [PSC's Knowledge Base](#) on this topic.

To authorize payment of negotiated services to an independent contractor, use the [Independent Contractor Payment form](#) instead of the Honorarium Request form.