

How to Pay an Honorarium

Immediately after booking a speaker for your event, send an Honorarium Form and W-9 to the speaker to complete



Once you receive the completed forms back from the speaker, create a requisition in Internet Native Banner



After completing the requisition, send the forms to purchasing@gvsu.edu



Communicate to Purchasing if you would like the check mailed, held for pickup or sent to you via intercampus mail



Allow 7-10 business days after you receive a copy of the purchase order in your email for a check to be processed

Additional Notes:

- All forms can be found under the Forms tab at www.gvsu.edu/purchasing
- Faculty, Staff and Students cannot be paid via honorarium through Purchasing
 - Contact Purchasing to confirm the status of an individual
 - Faculty and Staff will need to be paid through Payroll
 - Students will need to be paid through Student Employment
- If you would like to have the check ready for your event, you will need to create the requisition no later than 10 business days prior to the event date
- There may be additional requirements for international guest speakers
 - Contact Purchasing with any questions
- An individual or vendor can only be set up in Banner with a G# using a W-9 form
 - Purchasing is not able to accept SSN or Tax ID information in any other format per IRS regulations