



HONORARIUM PAYMENT FORM

This form should be submitted to Human Resource Services in accordance with the **Bi-Weekly Payroll Schedule** on reverse. This is an authorization for payment to proceed.

Mr. Ms. Mrs. Miss. Dr. Prof. Misc. Mx.

First & Middle Name (Name on SIN Card)		Known As (Optional)		Last Name (Name on SIN Card)		
SIN		Student No.		Personnel No.		
Street No. and Name			Apt No.	City/Town	Province	Postal Code
Telephone	Email Address		Date of Birth (DD/MM/YYYY)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X	

If you are a Canadian Citizen, Permanent Resident, or on a Work Permit, you **must** include your SIN in the space above. The T4A slip will be issued at the end of the Calendar Year.

Canadian Citizen Permanent Resident Work Permit Non-Resident/Non-Citizen
(15% tax withheld) – Do not require Small Traders Certificate Form

Verification of SIN Card (if applicable): Verified/Checked Initial _____
 Work Permit (if applicable): Attached On File
 Banking Authorization Form (if applicable): Attached On File N/A

Honorarium Amount (Canadian Dollars, CDN \$)	
Date of the Event	
Purpose of the Event	
Special Instructions	

CC	CFC	Order No.	Fund No.
Chair's or Manager's Name (Please Print)		Telephone No.	
Chair's or Manager's Signature		Date	
Forms Prepared By		Department	

- **Please forward completed forms and all attachments to Human Resource Services (BV526C/D)**
- Incomplete forms/incorrect information will delay processing.
- For enquiries or questions please email Payroll Services at payroll.utsc@utoronto.ca