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## MEMO

To: Department Chairs & Assistants

From: Luz Ramirez

Date: February 20, 2020

RE: Guidelines to pay an honorarium to an invited guest speaker using NTL funds

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### **To process an honorarium for an invited guest speaker:**

1. A copy of the letter of invitation or email showing how much money you are offering for the honorarium.
2. A copy of the flyer or email for the speaker's presentation.
3. Completed W9 form.
4. Speaker must complete and sign the attached "Honoraria Independent Contract Service Claim" form.
6. Speaker must complete a "Substitute Form W-9"
7. Must include a signed invoice for the honoraria and travel expenses from the payee signed and dated

**\*\*Please note: The individual cannot be currently be a NYS or CUNY employee, or if not currently an employee - nor an employee within the last two years.**

You can obtain all of the required forms from me.

If you have any questions, please feel free to contact me at Ext. 15521 or (212) 772-5521.