

**DEPARTMENT OF HISTORY**  
Columbia University, MC2527  
413 Fayerweather Hall  
1180 Amsterdam Ave. New York, NY 10027

**HONORARIUM REQUEST FORM**  
**(This form is for Non-CU affiliates only)**

DATE OF REQUEST:

PAYEE'S NAME:

PAYEE'S E-MAIL ADDRESS:

ADDRESS:

IF NON-US CITIZEN  
VISA TYPE:

PREFERRED METHOD OF PAYMENT:

CHECK   
DIRECT DEPOSIT   
WIRE TRANSFER (*For foreign nationals only*)

***For New Payees:***  
*If direct deposit or wire transfer is selected, an online form will be sent to the payee for the bank account information.*  
*If a preferred payment method is not selected above, a check will be mailed to the address listed on the W8/W9 form.*

DESCRIPTION OF SERVICES:

AMOUNT OF HONORARIUM TO BE PAID:

NAME OF PERSON/FACULTY AUTHORIZING HONORARIUM:

E-MAIL ADDRESS:

**\*Please be sure to include the following with this form:**

- [W-9 form](#) completed and signed by the recipient  
Or
- [W-8BEN](#) AND copy of passport (visa page and ID page)
- Flyer, agenda, or email invitation