When engaging and p

<u>William Falls</u>, in the Business Office. The memo/email should include: name/address of payee, amount of payment, reason for payment, cost center, and any other details that would be helpful in processing the request.

- 2. A W-9 form will also be required (using the latest version available).
- 3. A copy of the invitation letter or email that was sent to payee, arranging their services.
- 4. A copy of the event program, naming the payee, OR a copy of the event flyer.
- If the payee is a former Duke employee, a completed <u>ICC form</u> will also be required, showing their former job title or position. Instructions for the ICC is below. Please note -signature (like Adobe) are required on the ICC form.

The ICC form is needed for individuals. If the vendor is a Corporation, partnership or LLC taxed as a Corporation or a partnership with an BN, this form is NOT required. All parts of the form will need to be completed.

answers, the vendor cannot be paid as an independent In Part Cof the form, questions #3 and #8 MUST have the same answer.

Part Ewill need to be completed and signed by someone in your department who is working on Tm Q(i)5tmeiii

- 6. Honoraria payments are usually coded with G/L 622010. If paying from a grant or other sponsored program, please check with your Grant Manager that 622010 is appropriate for your particular grant.
- 7. Please email all completed forms with your request at the same time (one email per payee).
- 8. SPECIAL NOTE: The following tax requirements may be required for an honorarium payment. The tax obligation will be deducted from the check amount and the balance will be mailed to the payee.