

## ***Honorarium Payment Procedures***

A. Within Montgomery College, an "honorarium" may take one of two forms:

1. When professionals do not donate their services to the College, an "honorarium" is granted as payment for professional service on which custom and/or propriety forbid that a price is set. Generally, such an honorarium will amount to less than what the professional could or does earn from performing the same or related services elsewhere on a full-time basis, or from the professional's actual occupation. As such, the honorarium is regarded as a *token of gratitude* from the College for the service that has been performed.
2. An honorarium may also be defined as payment for a professional non-specialized service for which regular fees have not been established.

### **Eligibility**

The following are examples of individuals **eligible** to receive an honorarium

- **Speakers or accompanists for engagement and professional service they have rendered to the College without a fixed fee.**
- **Lecturers**

Payments examples of individuals **not eligible** to receive an honorarium

- **Independent contractor and/or consultant services**
- **Faculty or staff consulting services**
- **Employees or students on the payroll**
- **Family members or other conflicts of interest**
- **(Foreign visitors)-Nonresident aliens-not approved to work in the U.S.**
- **State of Maryland office candidates or elected officials**
- **Travel expenses or others included in the fee-(Contracted**

Services) *the honorarium form is no longer applicable a contract must be completed.*

### **Authorization and approvals**

Request for approval of the use of outside professionals are submitted on an "honorarium" form agreement that has been completed by the dept and the professional through supervisory channels, including the account manager.

**Note: all applicable parties involved must sign the honorarium agreement form.**

### **Information and documentation requirements**

The honorarium form must have the following information, the name of the payee, their address, phone number, e-mail address, social security number, date of the event, description of event, dollar amount to be paid, the account number to be charged, person requesting the payment and the account manager's signature. All honorarium payments must be charged to the (6002) Honorarium account. **A W-9 form LINK must also accompany the request when submitted to the Accounts Payable department. The W-9 form can be located on the Office of Business Services/ Accounts Payable website or IRS.gov.**

### **Payment of honorariums**

Honorarium payment request are disbursed by check. The payment of honorariums using the college *P-card* or *employee-out –of pocket reimbursement* is a violation of college policy and procedures. Please note the College cannot release the check without all of the documentation and information completed above.

The Office of Business Services will mail all checks unless otherwise notified in writing that the check should be held for pickup or sent to another campus to be given to the performer on the day of the event.

### **Important Information**

Significant notice must be given to Accounts Payable for processing payment to ensure the request timeline is met. At the end of the calendar year, the individual will receive *IRS Form 1099* if a payment to them exceeds \$600.00. Additional information on the W-9 form and the 1099 filing process can be found at [www.irs.gov](http://www.irs.gov)

Questions should be directed to the Accounts Payable department at

[AccountsPayable@montgomerycollege.edu](mailto:AccountsPayable@montgomerycollege.edu) or by contacting **Diane Grogan**  
at ext. 75336.