

Yale University School of Architecture
HONORARIUM REQUEST FORM

VISITORS: Please provide **all** information within this section and return it to the individual who invited you to the school. If you were offered reimbursement for your travel expenses, attach your receipts to this form. If you were not offered reimbursement for your travel expenses, you were either provided with transportation or your honorarium amount will include an allowance for your travel expenses. You should receive payment within four to six weeks.

Name: _____ Date of Visit ____/____/____

Remote Visit? Yes No If yes, location of activity: _____

Home Address: _____

E-mail: _____ Telephone # _____

Have you ever received an honorarium or reimbursement from the School before? Yes __ *No __

**If No, you will receive an email with instructions to register as a supplier with Yale University.*

Citizenship: U.S. __ U.S. Permanent Resident __ *Non-U.S. __

**Refer to the second page for links to the required forms. Please note that payments to foreign individuals for work performed in the U.S. can be subject to 30% tax deductions. Refer to the second page for information on how to request a tax exemption.*

FACULTY MEMBER: Once your visitor has completed the top portion of this form, complete this portion of the form. Make certain that any needed documents and/or receipts are attached.

Faculty Member Name _____

Course Number _____ Course Name _____

Requested Amount of Honorarium \$ _____ (see below for amount)

Note: Honorarium is limited to the following unless there is **prior** approval from Phil Bernstein

- If visitor did not travel by air but we provided car service: \$100/day
- If visitor did not travel by air and we did not provide car service:
Select one of the following if traveling from or nearby (amounts listed **include** a travel allowance):
New Haven/Remote: \$150 New York: CAR/\$250, RAIL/\$200 Providence: CAR/\$260,
RAIL/\$240 Boston: CAR/\$300, RAIL/\$270 Philadelphia or Princeton: CAR/\$340 RAIL/\$290
- **(RAIL FROM NY METRO NORTH, FOR PHILADELPHIA, PRINCETON, BOSTON AMTRAK COARCH RESERVED)**
(Each additional day with stay over in New Haven: add \$100/day.)
- If the visitor traveled by air, maximum rate is= \$150 base + \$325 r/t ground (home) + latest average fare found in the Bureau of Transportation Statistics site:
<https://www.transtats.bts.gov/AverageFare/Default.aspx>

Faculty Signature _____ Date _____

Submit this completed form with all attachments as applicable to archbusiness@yale.edu

Honorarium Payments to Foreign Individuals

Questions: archbusiness@yale.edu

1. Honorarium payment can only be made to individuals, and not to organizations.
2. These visa types are not eligible for honorarium payments: A1, A2, G1 through G4, F2, H4, F1, H1B, I1, O1, R1, TN.
3. The following documents and forms are needed to process your honorarium payment:
 - a. Photocopy of photo page of Passport plus photocopy of I-94 Form and visa page, if applicable.
 - b. Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ([form -8BEN](#)).
 - c. [International Information Form](#) (IIF).
 - d. Honorariums payments are subject to 30% tax deductions. If there is a [tax treaty](#) with your country of residence and the U.S., you should complete a Tax Exempt Form ([form 8233](#)).
 - A U.S. Social Security number or ITIN is required for the 8233 form. If you do not have one, you will also need to complete an Application for Taxpayer ID Form ([form W-7](#)**) and include the [Supporting Documentation](#) that is required by the U.S. Internal Revenue Service (IRS).
 - If you are unable to provide the [Supporting Documentation](#) that is required by the U.S. Internal Revenue Service (IRS), your honorarium request will be processed **without the tax exemption request**.
 - e. If the honorarium amount is between \$1,001 and \$3,000 a Waiver of Withholding ([form CT-590](#)) form should also be completed.

***Additional information regarding the W-7 Application for Taxpayer ID Form*

- The School will send your completed W7 form with the supporting documentation to the IRS for you. Once you receive your ITIN number from U.S. Internal Revenue Service (IRS), please save the information and send it to the School of Architecture at archbusiness@yale.edu. If we do not receive the number from you by December 1, we will reach out to you by e-mail for the information.
- W-7 Application for Taxpayer ID Forms have to be received by the School by November 15 in order to allow for the U.S. Internal Revenue Service (IRS) 6-week processing time within the same calendar year. Honorarium requests received between November 16 and December 23 that require a W7 will be processed **without the tax exemption request**. Alternatively, honorarium requests requiring a W7 can be held and processed after January 1, if requested.