

HONORARIUM REQUEST FORM

IMPORTANT: Incomplete forms will **not** be processed. Missing address, SIN, Org Code, Signature, etc. or writing down "On File or In System" will render the form incomplete and therefore will be returned to the requestor.

Requested by:

Date:

ABOUT THE EVENT

Name of Event

Venue of Event

Date of Event

Purpose (include breakdown of time and effort being recognized to justify amount)

ABOUT THE HONOREE

Is the Honoree a VCC Employee? Yes No

Name of Honoree

Banner ID

Mailing Address

Telephone

Social Insurance Number

BN/GST # (if applicable)

Honoree's Institution/Organization

Business Address

Telephone

Note: Non-Canadian residents will be subject to 15% federal tax unless Honoree has applied for a waiver using the R-105 form.

PAYMENT

Honorarium payment (payable by the College to the Honorarium recipient)

Amount (\$20, \$40, \$60, \$80, \$100, \$200, \$500)

\$

Org Code to charge this Honorarium to

Note: By default, VCC pays through **Direct Deposit** (for Canadian bank account holders only). If the Honoree is not a current VCC employee, please fill out the **Direct Deposit Form** and attach it to this request.

APPROVALS

Approver's Name

Approver's Signature

Date

Instructions: If Honoree is currently employed with VCC, please forward form to Payroll at payroll@vcc.ca; otherwise, please forward to Accounts Payable at accountspayable@vcc.ca



Direct Deposit Setup

Electronic Fund Transfer (EFT) – Payment information

Company Name: _____

S.I.N. (for Honorariums ONLY): _____

Banking Information:

Please include a void cheque along with this document to ensure accuracy.

Name of Financial Institution: _____

Address of Financial Institution: _____

Account Information: (CAD accounts only)

Bank code

Transit Number

Account Number

Remittance Information:

Contact Name: _____

Contact Phone number: _____ Email Address: _____

Authorized By:

Contact Name: _____ Title/Position: _____

Phone Number: _____

Signature: _____ Date: _____

Please email completed form and void cheque sample to: accountspayable@vcc.ca