

# Honorarium Payment Form

INVOICE NUMBER:  for departmental use only (not required)

Name of Event/Activity:  Date of Event/Activity:  Amount:

## COMMUNITY MEMBER INFORMATION

Name:  Organization (if applicable):   
Address:  Email:

Honorarium payments are taxable if the total amount paid by UBC in a calendar year exceeds \$500. UBC is required by the CRA to issue a T4A on any amounts in excess of \$500.

Have you received other payments from UBC during this calendar year? Yes  No

Are willing to provide your SIN to UBC? Yes  No  SIN:

## SELECTING A PAYMENT METHOD

Please select **one** preferred method of payment. Note that EFT and payment by cheque are preferred; payment by e-transfer and cash may only be used if EFT and cheque are not possible or appropriate.

Electronic Fund Transfer (EFT)  Cheque  Interac E-Transfer  Cash

## SHARING PAYMENT DETAILS

### ELECTRONIC FUND TRANSFER (EFT)

I believe I am already registered for electronic payment with UBC  I would like to set up EFT payments with UBC

To receive payment by EFT, please fill out a [UBC EFT form](#) and include a copy of either a void cheque or bank-stamped document with banking details.

Send completed EFT form to: for office use only

### INTERAC E-TRANSFER

Email address   Same as above

### CHEQUE

Send to Address Above  Send to an alternate address

Alternate Address:

## CONFIRMATION OF CASH RECEIPT (TO COMPLETED WHEN CASH HONORARIUM IS PROVIDED)

Amount Received:  Date:

Name:  Signature:

Witness Name:  Signature: