

INSTRUCTIONS: READ ALL INSTRUCTIONS BEFORE FILLING OUT THE FORM

Effective May 1, 2008, a completed [Syracuse University Department Worksheet to Determine if an Individual should be Paid as a Non-Employee](#) must be included with the submission of this form.

1. Use of the Form:

This form is to be used only to request payment of fees or honoraria. Fees and honoraria are lump sum payments for **professional services** rendered by **non-University** professional personnel or consultants. Such payments are for **temporary** services rendered by an individual for a **short-term** period. Bona fide consulting **firms** should be engaged and paid on a Purchase Requisition through the Purchase Order/Accounts Payable system.

In certain rare circumstances, it may be permissible to use this form even though it has been agreed to make multiple payments to the individual. In these instances a separate form must be completed for each payment requested, and each form should state separately the total amount which will finally be paid out.

2. Timing

It is strictly against University Policy to issue checks in advance for any expenditures except travel advances. Checks for payment of professional services rendered by non-employees will usually be issued within four days after Disbursements receives a properly completed and approved form.

3. Mailing Checks

It occurs frequently that the requester desires to mail the check personally, perhaps with an accompanying letter. Unless the appropriate instruction is checked and a campus address specified, checks will be mailed directly to the individual. In either case, **THE INDIVIDUAL'S PERMANENT ADDRESS MUST ALWAYS BE GIVEN**. If the Office of the Comptroller mails the checks, **no notice will be given the requestor as to date of payment**.

4. Personal Information

The individual's name, Social Security number, citizenship status, visa type and country of residence for Non-Residents, permanent home address and business affiliation **must** be given.

Prior to paying a **non-resident alien**, the Comptroller's Office should be contacted at extension 2161 for the special requirements (possible tax withholding) pertaining to such individuals.

5. Payment Information

The nature of the services rendered **must** be stated. The "Date(s) Services Rendered" **must** be indicated. The "Total Payment" **must** be calculated by the individual making the request. The "Chartstring to be Charged" **must** be clearly shown.

6. Approvals

Certification of performance and authorization for payment against the account shown must be made by the individual responsible for the account or by the next higher level of responsibility.

7. Filling out the Form

Except for the "reviewed by", ALL ITEMS ON THE FORM MUST BE FILLED OUT COMPLETELY AND ACCURATELY, Forms which are incomplete or incorrect will be returned to the requesting department; since this may cause considerable delay before the check can be issued, make sure the form is properly filled out. Keep a copy for your files and send another copy to:

Compensation Administration Office
of Human Resources
Skytop Office Building

CAUTION: IF THE COMPTROLLER'S OFFICE AND/OR THE OFFICE OF HUMAN RESOURCES DETERMINE(S) THAT THE INDIVIDUAL TO BE PAID IS IN FACT AN EMPLOYEE OR A STUDENT OF THE UNIVERSITY, THIS FORM WILL BE RETURNED TO THE INDIVIDUAL MAKING THE REQUEST AND PAYMENT DELAYED UNTIL THE PROPER **PAYROLL FORMS ARE SUBMITTED. IF YOU ARE IN DOUBT ABOUT THE STATUS OF AN INDIVIDUAL, CALL THE OFFICE OF HUMAN RESOURCES ON EXT. 4565**