



Controller's Office  
Florida State University

Payables and Disbursements  
5607 University Center A  
Tallahassee, FL 32306-2391  
Ph: (850) 644-5021  
Fax: (850) 644-8137

## Honorarium Certification Statement

### Instructions

An honorarium is defined as a gratuitous payment of money to an individual for his or her participation in an activity for which no fee is legally required, and when no contractual obligation exists, such as lecturing, teaching, and sharing knowledge.

This payment must meet the procedures and guidelines outlined in the Disbursement Services Procedures located at: [controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments#Honorarium](http://controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments#Honorarium)

How to pay an honorarium recipient:

Step 1: Have the honorarium recipient fill out the [AP Vendor Authentication form](#) and [Direct Deposit form](#)

- Note: Direct deposit is not required, but is the fastest and most efficient method for delivering payment
- An honorarium recipient should fill out both forms again if any changes in mailing address or banking information may have occurred since the last date of payment.

Step 2: The FSU departmental representative should fill out the AP Honorarium Certification form using the supplier ID number provided to them by the AP Vendor team

Step 3: The FSU departmental representative should then create an ePRF with the AP Honorarium Certification form (and any other desired backup documentation) attached to the ePRF.

- Note: Guides for creating an ePRF can be found on the [Controller's Office training page](#), listed under "Accounts Payable"
- If you still experience difficulty after using the training guides, call the FSU Accounts Payable front desk at 850-644-5021 and request assistance with creating an ePRF for an honorarium payment.

Step 4: Monitor the status of the ePRF, and ensure that the appropriate approvals are being obtained in a timely manner.

For an individual to be eligible to receive a payment in this manner, they must meet several criteria:

1. The honorarium recipient must NOT be currently employed, recently employed, or otherwise directly associated with Florida State University
2. The honorarium recipient must be a U.S. citizen or permanent resident for tax purposes.
  - a. If this is not the case, contact Payroll Services at (850) 644-3813
  - b. Due to IRS regulations, payment will not be made to any individual who does not possess a valid social security or US Federal Tax ID number



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## Honorarium Certification Statement

### Honorarium Details

OMNI Supplier ID\*

Name of Recipient

Dollar Amount of Honorarium

Address of  
Recipient

Date of Event

Purpose of Event

### FSU Department Contact Information

Contact Name

Contact Phone:

Contact E-mail

Date of Request