

Honoraria/Guest Speakers Payee Certification

This form may not be used to pay a current employee of Indiana University or an individual who received a payroll payment from IU in the past 365 days.

When to use this form

This form may be used as substantiation documentation for the following check request form:

1. Honoraria/Guest Speakers

Payment must meet the following requirements to use this check request form:

- The payee is an individual and is the person who performed the service.
- This is a one-time payment. Services may be performed over several days, but the payee may only receive one payment.
- The payment does not involve terms and conditions, a contract, or other type of agreement.
- The payee is not creating a tangible or intangible good that will be used by others.
- The payee will not have unallowable physical contact with students. Unallowable physical contact includes massage, strength training, and other activities involving prolonged physical contact. Handshakes are allowable.
- The payee will not have unsupervised contact with students.
- If the payee is a US citizen, the payment does not exceed \$10,000.
- For services performed internationally, or by an international person within the US, the payment does not exceed \$5,000.

If the payment does not meet these requirements, submit a [PO Purchasing Contract Review contract request form](#) and [non-catalog order](#).

How to use this form

Instructions for the IU department

1. Search for the payee in BUY.IU. Visit the [Search for a Supplier page](#) to learn how. If the payee is not already a supplier in BUY.IU, [submit a supplier request form](#) to establish their record.
2. Complete the “Payment Details” section of the form. In the “Description of service(s) to be provided by payee” field, enter a detailed description of the task(s) the payee is expected to complete in exchange for payment. Save the form.
3. Send the form to the payee so they may review the Payment Details section, complete the Payee Details section, and sign the form.
 - a. Payments to **international individuals within the U.S.** should be managed for compliance with U.S. immigration and U.S. tax regulations. Departments should advise international individuals to consult with the designated official at the international office that issued their immigration document before agreeing to or performing compensated work. Review the [Payments for Services to International Guests page](#) to learn more about additional documentation requirements.
4. After all services have been performed and the payee’s supplier profile is active and approved, process the payment in BUY.IU using the [Honoraria/Guest Speakers check request form](#). Attach the completed Payee Certification to the check request form as substantiation documentation.



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Payee instructions for completing this form

1. Review the Payment Details section and ensure it accurately reflects the task(s) you will complete in exchange for payment. Discuss any discrepancies with your IU department contact.
2. Complete the Payee Details section of the form with your information.
3. Sign the form using a digital signature. If you do not have a digital signature, print the form, sign and date it, then scan and save the image.
4. Return the completed form to your IU department contact. After all services have been performed, your IU department contact will process your payment.

Jaggaer/BUY.IU supplier registration

To receive payment from Indiana University, you must join IU's supplier network. This consists of creating an online profile in a system called Jaggaer/BUY.IU where you will provide your tax information, payment details, and more.

You may have already received a registration email from buyiu.noreply@iu.edu to begin the registration process. Please complete the process as soon as possible. Payment cannot be issued until your supplier registration is complete and your profile is approved.

If you have received a registration email and need assistance completing registration, or if you are an existing IU supplier and need help updating your supplier profile, contact the IU Supplier Data Management (SDM) team. Submit a [Support Form](#) and an Onboarding Consultant will assist you.

On the [Support Form](#), select the following options:

1. I currently work with Indiana University: **as a supplier**
2. I need help with: **Registration**
3. Choose a topic: **I need help completing my registration profile**

You can also reach an Onboarding Consultant during regular business hours by calling (812) 855-6101.



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Payment Details

Date(s) of Service. If services will be provided on more than one day, list all dates of service.

Description of service(s) to be provided by payee

Payment amount (US Dollars)

Payee Details

Payee First Name

Payee Last Name

Payee Phone Number

Payee Email Address

Payee Address Line 1

Payee Address Line 2

Payee Address Line 3

By signing this form, I, _____, attest and/or agree to the following:

- I am not a current Indiana University employee and have not received payroll payment from Indiana University in the past 365 days.
- Payment will be issued to me using payment and tax information in my Jaggaer/BUY.IU supplier profile and cannot be processed until supplier registration is complete. I will complete the supplier registration process. If I have an existing supplier profile, I will ensure the information is current.
- The information stated in the Payment Details section above accurately reflects the service(s) I will perform in exchange for the payment amount stated.

Payee Signature

Date of Signature