



# Accounts Payable

Finance & Administration

UNIVERSITY OF GEORGIA

## Honoraria and Fees Information Sheet For Services Performed Outside the United States

(1) University Purchase and Check Request Number

(2) PAYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3a) INDIVIDUAL - Vendor Number (VN) \_\_\_\_\_

(3b) Check One: ☐ US Citizen ☐ Resident Alien ☐ Nonresident Alien \*  
\* Nonresident aliens must complete #11 below or attach a memo with the same statement

(4) COMPANY - Federal Employer Identification Number

(5) Fee For Services Rendered \$ \_\_\_\_\_

Reimbursable Expenses (Where Separately Stated) \$ \_\_\_\_\_

Total Amount To Be Paid \$ \_\_\_\_\_

(6) Country of where all services performed \_\_\_\_\_

(7) Date(s) of Service(s) Performed \_\_\_\_\_

(8) Description of Service(s) Performed: \_\_\_\_\_

(9) Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature not required if invoice is attached)

The above services were purchased in accordance with provisions of the University's Administrative Policies and Procedures Manual.

(10) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Approved for Payment

(11) To be completed by Non Resident Aliens:

I, \_\_\_\_\_ (payee name), certify that I am not a US citizen or permanent resident alien. All (or the specified portion) of the services for University of Georgia are performed in \_\_\_\_\_ (country).

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form must be typed.*



Instructions for Completing a  
**Honoraria and Fees Information Sheet**  
For Services Performed Outside the United States

1. Enter the number shown in the top right hand corner of the University of Georgia Purchase and Check Request form to which the information sheet is to be attached.
2. Enter the name of the payee and the complete mailing address including ZIP Code.
- 3a. Enter the Vendor Number (VN) of an individual.
- 3b. Check the individuals applicable citizenship. For nonresident aliens be sure to complete Number 11.
4. Enter the Federal employer identification number of the payee if other than an individual. (example: 54-1234567)
5. Enter the amount representing the fee to be paid for Services rendered. If a portion, of all, of this payment can be separated as reimbursement of expenses incurred, the portion should be shown under reimbursable expenses.
6. Enter the name of the country where all of the services are performed.
7. Enter date(s) service(s) was performed.
8. Enter a clear, concise description of the service(s) performed.
9. Have payee sign form unless a separate letterhead invoice is attached.
10. Person initiating payment request should sign here.
11. For Non Resident Aliens - have payee enter country and sign. If unable to obtain this form, then a memo with the same statement as Number 11 must be attached to the check request.

*(see references for Honoraria in the University of Georgia Administrative Policies and Procedures Manual, <http://www.busfin.uga.edu/manual/> for additional information.)*