

This form is to process a one-time payment to honour a guest financially. Approved forms received by payroll before the posted deadlines will be included in the bi-weekly pay. Payments may be delayed if the form is incomplete.

DATE		TRENT STUDENT # (if applicable)	
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NAME	Date of Birth	
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MAILING ADDRESS	BANKING INFORMATION ATTACHED <input type="checkbox"/>
	A cheque marked 'VOID' or complete direct deposit form provided by your bank must be attached for direct deposits.

SOCIAL INSURANCE NUMBER (SINs starting with '9' must be accompanied by work/study permit and SIN letter)	
SOCIAL INSURANCE NUMBER/NATIONALITY (non-Canadian) (Please note: All payments to non-Canadians are subject to a 15% federal tax)	
EXPLANATION OF HONORARIUM (if deemed work performed, will be processed as a stipend)	
NUMBER OF HOURS (how many hours did the recipient contribute for this stipend) *Hours worked are required to ensure payments meet minimum wage requirements and that EI hours are recorded in employee file	
AMOUNT (Canadian funds only)	

ACCOUNT TO BE CHARGED	AUTHORIZED NAME	AUTHORIZED SIGNATURE	DATE

Note 1: The Payroll Department reserves the right to change the honorarium payment to a stipend if it is deemed 'work performed'. In such cases, the account object code may be changed and the payment subject to Income Tax, CPP and EI in accordance with CRA rules and regulations.

Submission:

- For payments from Research Accounts (beginning with 53 or 55), the completed form must be submitted to researchfinance@trentu.ca for approval and processing.
- For payments from Restricted Funds / Trust Accounts (beginning with 43 or 45), the completed form must be submitted to trustfinance@trentu.ca for approval and processing.
- For payments from all other accounts, the completed form must be signed by the account holder and submitted to timesheets@trentu.ca for processing.