



HONORARIUM AGREEMENT

Instructions: This agreement must be completed and signed by both parties before the activity described below may commence. Once the activity has been completed, the requestor must invite the recipient to register as a supplier in i-Buy NYU. Once registered, the Requestor must attach this signed agreement in i-Buy NYU's Honoraria Form.

Please take note that, with respect to any services performed under this Agreement, the relationship of the recipient to New York University is that of independent contractor solely and the recipient is directly responsible for the mode, method, and manner of his or her activities. Under no circumstances, as a result of this Agreement, shall the recipient be considered an employee, agent, or representative of the University.

*Denotes Required Field

Recipient's Name* _____ **Date of Service*** _____

Recipient's e-mail _____ **Recipient's Phone** _____

Recipient's Address* _____

Description of Activity*

How was the amount of pay determined and approved?*

Amount of Payment* _____

Method of Payment* (check one)

Check

ACH (U.S. bank account only)

Wire (Non-U.S. bank account only)

Additional information on method of payment may be requested when registering in i-Buy NYU.

Payment Date: Payment will be made within 30 days of completion of the activity described above and successful completion of the supplier registration process in i-Buy NYU.

For Recipients on a Visa: By signing below, the recipient attests that the recipient may accept this honorarium under the terms of the recipient's visa. For questions regarding whether the recipient can accept this honorarium under the terms of the recipient's visa, please contact NYU's Office of Global Services at 212.998.4240.

AGREED:

RECIPIENT

NEW YORK UNIVERSITY

By: _____
Signature

By: _____
Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Wire Transfer Form

Section A. Customer Information.

Account Number

Name

Address

City

State

ZIP Code

Social Security Number

Wire Amount

Date of Wire

Daytime Phone

Section B. Receiver's Information.

Bank Name and Phone Number

Bank Routing Number

Bank Address

Receiver's Name

Receiver's Account Number

Receiver's Address

City

State

ZIP Code

Memo Reference

Section C. International Wires.

U.S. Corresponding Bank Name and ABA Number

International Bank Name

Swift Number

City

Country

Signature

Date