

HONORARIUM PAYMENT FORM

Non-York Employees

Contact Name:	
Originator: Faculty & Department	
Contact Telephone:	
Contact Email:	
Department Tracking:	

PERSONAL DATA

Social Insurance Number:	Expiry Date:	Employee ID:	Birth Date: (mm/dd/yy)	Surname, First Middle:	
Prefix:	Apt Number:	Street Address:			City:
Province:	Country:	Postal Code:	Home Telephone: ()		

Is this employee a student at York? Yes No If yes, please provide York Student ID:

FOR DIRECT DEPOSIT PLEASE ATTACH A VOID CHEQUE

JOB DATA (RECORD #)

Payment Type: Honorarium			Effective Date:	End Date:			
Reason for Payment:			T4A Amount:				
Working Department:			Location:				
Account	Fund	Cost Centre	Activity	Time	Location	Percent	Amount
Account	Fund	Cost Centre	Activity	Time	Location	Percent	Amount
Account	Fund	Cost Centre	Activity	Time	Location	Percent	Amount
Department Comments:							
FOR OFFICE (RECORDS/PAYROLL PROCESSING) USE ONLY							

AUTHORIZATION

(USE BLUE INK ONLY)

Completed By: (Please Print)	Signature:	Contact Telephone:	Date:
Approved By: (Please Print)	Signature:	Contact Telephone:	Date:

Usage Guideline

An honorarium is a gift of an object or a small sum of money, normally less than \$500.00 annually, in thanks for a favour done. Honorariums paid to individuals are processed by Payroll for both those classified as employee status and those classified as non-employee status. For those classified as non-employee, such payments are not subjected to statutory source deductions and are reported on T4A. In the case where an individual is a York employee and is paid an honorarium, the payment is treated as employment income, subjected to all statutory withholdings of source deductions and as such is reported on a T4.