

## ***Guest Speakers or Paid Services***

Note: ***All honoraria must be approved by the Dean of Faculty PRIOR to producing a contract to engage a speaker.*** SU Support Staff can assist you if you would like to have the University process a check to pay a visitor for a lecture or any other service. Here are the steps:

1. Obtain approval for the amount you wish to offer a speaker from the Office of the Dean of Faculty
2. Support Staff draw up your contract agreement
3. Support Staff produce a check requisition form and obtain original signatures
4. Obtain **approval (in advance of your event)** on the contract form from the Office of the Dean of Faculty and Office of the Vice President for Finance and Administration

Your contract will be sent out to your guest with a request for a completed W-9 which is required.

These items apply if you wish to pay a U.S. citizen. If you seek to pay a non-U.S. citizen, you must first speak to Jennifer Martinka in the Business Office (ext. 1290) to inform her of the particulars, and she will begin researching which regulations apply to the country of origin and can inform you of the basic forms required. Allow *at least* 3 months advance time (more, if possible) for your guest to process and obtain all the necessary governmental forms.

A Visitor Agreement form is no longer required when you invite anyone to campus for *zero* compensation.

Speak to the support staff person nearest you about what you are trying to accomplish, and she will assist you.

**START EARLY.** It takes time to get through the process (support staff assist many people) and there can be many unforeseen snags. So the sooner you begin, the better it is for all of us. Utilizing the support staff persons makes certain the procedures are followed. And please be sure to thank them for helping you.

Thank you for your assistance with this process.

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