

Process for Paying Speaker Honorarium

The Beaumont Department of CME does not get involved with honorarium payments; the following forms are required by Beaumont's finance department.

The following serves as a general guide; all inquiries regarding the payment process should be directed to finance. The process is subject to change.

1. Obtain a completed W-9 form from the speaker

- Download a blank W-9 form here:
<https://www.irs.gov/forms-pubs/about-form-w9>

2. Complete the Beaumont "Special Check Request" form

- Download the form here:
<https://beaumonthealth.policytech.com/dotNet/documents/?docid=9754&anonymous=true>
 - ▶ Click on the "Attachments" tab

3. Complete the Beaumont "Independent Contractor Statement"

- Download the form here:
<http://employee.beaumont.edu/portal/pls/portal/docs/1375784.DOT>

4. Submit the completed Special Check Request, Independent Contractor Statement, and the W-9 form to the assigned Finance Lead/Controller assigned to your department.