

## VISITING SPEAKER / LECTURER REMUNERATION FORM

**GUEST LECTURER/SPEAKER REMUNERATION** is a pre-established or token amount paid to a person with expertise in a particular field to give one or a few lectures for the University. The payee is typically not an employee nor has ongoing teaching duties, but rather who is engaged for his or her expertise on a particular topic (rather than as a substitute for a regular instructor). A guest lecturer/speaker has no ongoing responsibility to the participants (e.g. grading).

<b>PERSONAL INFORMATION</b>	
Payee Name	
Mailing Address	
Phone #	
Social Insurance Number	HST# (if registered)
<input type="checkbox"/> Non Employee (submit to Accounts Payable) <input type="checkbox"/> Employee (Submit to Payroll)	
<b>DESCRIPTION: Start and end dates and location of event</b>	
<b>ADDITIONAL INFORMATION FOR NON-RESIDENTS</b>	
Country of Residence	
Number of days present in Canada	
<i>NOTE: If a non-resident is receiving a payment and is in the country for five or more days, a copy of the "Employment Authorization" is required.</i>	
<i>A detailed list of expenses to be paid to you or on your behalf must be included with this payment request as we are required to report this on the T4A-NR.</i>	
<b>PAYMENT DETAILS</b>	
Amount of Fee	
Account #	
<b>TAX CODES (Choose One if you are a non-employee):</b>	
<input type="radio"/> Canadian Citizen or Resident of Canada T4A NTX <input type="radio"/> Non Resident – 15% tax withheld T4A NR TX <input type="radio"/> Non-resident with a CRA Exemption (tax waiver approval must be attached) T4A NR NTX	
<b>SIGNATURE OF VISITING SPEAKER / LECTURER</b>	<b>APPROVED BY</b>
<b>Date</b>	

**SUBMIT TO ACCOUNTS PAYABLE FOR PAYMENT (If an employee of the University submit to Payroll)**