



# COLORADO COLLEGE

**Office of Finance & Administration**  
(719) 389-6693

14 E. Cache La Poudre St.  
Colorado Springs, CO 80903

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to thank you for

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You will receive an honorarium in the amount of \$\_\_\_\_\_. as an expression of our appreciation for your service to Colorado College on \_\_\_\_\_ (date).

**To assist us in processing your honorarium, please supply the following information:**

Printed Name:

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Address:

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City, State, ZIP:

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Social Security Number (SSN) **or**

Individual Taxpayer Identification

Number (ITIN):

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Phone Number:

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Signature:

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**A W-9 or W-8BEN must be on file or included with this document before the honorarium payment can be processed.**

We will process the honorarium as soon as possible after we receive the signed documentation. If you have questions, you may contact Accounts Payable by email at [Accountspayable@coloradocollege.edu](mailto:Accountspayable@coloradocollege.edu) or by phone at 719-389-6782.

Sincerely,

\_\_\_\_\_ (Name of Payer/Department)

An **honorarium** is defined as a gratuitous payment of money or other thing of value to a person for their participation in a “**usual academic activity**”. There is a broad definition of usual academic activity that includes lecturing, teaching, sharing knowledge, and meetings of boards or committees that benefit the institution. It also includes performances, master classes and readings as long as there is not a commercial nature to the events and they are open to students and the general public free of charge.