Letter of Honorarium

(DATE)

RE: (ACTIVITY)

Dear (NAME),

Thank you for your time and participation in (ACTIVITY) on (DATE). We are grateful and appreciative of the time and effort you invested with us and would like to recognize you for your contribution. In recognition of this investment, we would like to extend you an honorarium in the amount of $(AMOUNT).

**IF NEEDED:** Because we have no record of payments to you previously, we will need to obtain a completed Supplier Information Form (attached). This form will need to include your W9 Certification at the bottom of that page including your TIN as this is taxable per IRS guidelines and required for processing this payment.

Please return this information to our customer care team at customercareteam-pds@case.edu.  If you have any questions, please feel free to contact me at (CONTACT INFORMATION).

Kindly,

(NAME)

(POSITION)

(DEPARTMENT)

Case Western Reserve University

(PHONE NUMBER)