

Fee for Service Instructions

Is this the form I need?

Honorarium was used for the means of paying someone instead of putting them on payroll for many years, but there has been a change in how we pay people. First, it is no longer called honorarium. It is called "fee for service". Most of the old honorarium payments are now going to Payroll to be paid. The following is a "test" to check if your request will go through Payroll or the Controller's Office. (If you are not trying to pay an individual, then you must pay another way.)

Please answer yes or no to the following questions. Should you answer "yes" to ANY of these questions, you need to pay your party through the payroll system.

- 1.) Will the person be paid for this service of 9 days or longer?
- 2.) Will the person be returning again in the next 12 months?
- 3.) Are there plans to repeat a payment to this person?
- 4.) Are they currently on payroll?
- 5.) Have they been on the university's payroll in the last 27 years?
- 6.) Will there be more than a one time payment?
- 7.) Is this an award?
- 8.) Are we paying them by the hour of service?

If you answered "no" to the questions above, then you may proceed to file for a Fee for Service payment. You will need the following forms to be completed and signed with an original signature for each signature required.

What are the needed forms and the reason for each?

- 1.) An original Contract (not a copy or fax) describing the services to be performed and amount of payment. This can be payment may be in a combination of hotel payments, airfare paid and a check (or wire) of funds. Both parties of this Contract must sign in what is called a wet original signature. It cannot be a colored electronic signature or a faxed signature. The university council will be reviewing all contracts before the Provost signs for the University of Louisville. (Nobody can sign a any contract for the University except an officer of the board, a titled Buyer of the Purchasing Department, Director of Contracts and Risk Management, President or Provost.) Other signatures for their review and acceptance of the information in the Contract
- 2.) A original W-9 form must be completed by the individual to enter their name, address and Social Security number into the university's financial software to give them a vendor number (so we can find them in the database) and hold the address for later printing their check.

- 3.) A disbursement form is the instrument to request a payment to be made. If it is for a person that is already in the financial database, you need to put their vendor number in the box provided near the top on the left side of the form. That vendor number box would be vacant should you have the W-9 form attached to request the entry of their information to create a vendor number.

How do I fill out each form correctly?

- 1.) The Contract should be filled out completely and all parties must sign in what is called a wet original signature. It cannot be an electronic signature or a faxed signature. The university council will be reviewing all contracts before the Provost signs for the University of Louisville. (Nobody can sign a any contract for the University except an officer of the board, a titled Buyer of the Purchasing Department, Director of Contracts and Risk Management, President or Provost.) Other signatures for their review and acceptance of the information in the Contract
- 2.) The W-9 form must have the person's name, address and Social Security number filled in the appropriate boxes. The address for remittance may be different, so it should be entered, also. To speed up the process to a check, you may want to have the individual print off the W-9 form from www.louisville.edu/music/business and fax the filled form to 502-852-1874 so the Business Office can enter the information into the computer's database while the original is mailed to you to attach to the disbursement form.
- 3.) The disbursement form requires the individuals name and address in the top left box. Then their vendor number if they have one. Be sure to checkmark the "other" box in the upper right hand box, because the person is not an employee or a student. Enter on the first line of description, "Fee for service on" and then the date of service. You should have a minimum of four amount entries and the speedtype and account number. The speedtype you can obtain from your Department Chair or Division Head. The account number will be 545130. Whoever oversees the budget for the named speedtype will need to sign as the supervisor. The UBM will do a budget check before signing as the authorized person.

All three forms should be handed into the UBM or UBM representative for signatures of the UBM and Provost. All other signatures should have already been signed. The UBM will find the Provost and get their signature.

Any questions of this procedure should be directed to your UBM (Unit Business Manager).

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