

Guidelines for requesting Guest Speaker Honoraria

Please send the professor who invited you to speak at their seminar A) an invoice and B) a void cheque.

The invoice must include:

- ☐ Full name
- ☐ Address, phone number, and e-mail address
- ☐ Description of the activity (for example, “Guest lecture as part of [course/event name] at [institution]”)
- ☐ Date of the activity
- ☐ Date of the invoice
- ☐ Amount requested (+ applicable taxes if you are registered for GST/HST)
- ☐ Social Insurance Number (SIN)

If you do not reside in Canada, please provide the following documents and information for the honorarium request:

1) An invoice (without SIN);

2) The following banking information:

- **Official document issued by the bank or a void cheque, including**

- ☐ Name of the bank
- ☐ Bank address
- ☐ BIC/SWIFT code
- ☐ IBAN