

Reg: Guest Speaker

Dear _____,

Thank you for agreeing to be a guest speaker for _____.
Class will be held on _____ from _____ to
_____. Your experience and background in the arts will be of tremendous
value to our students. In recognition of your time, you shall receive an honorarium of
\$_____. We appreciate your contributions to our program and taking the time to
visit the Dance department.

For payment processing, you must be an approved UCI vendor. If you are not already
approved, in a few days you will receive an email from PaymentWorks asking you to
create an account and register as a payee with the University. If you do not receive the
registration email from PaymentWorks, please check your spam and/or junk mailboxes
as your email software may have transferred it to one of these locations.

Please note: If you wish for your organization to receive your honorarium instead of you
personally, you need to inform the University by sending an email to Michelle Hu
(mahu@uci.edu) dated prior to your participation in the panel. In that case, your
organization will need to be onboarded into the UCI financial system instead of you
personally. These processes take time, and we thank you in advance for your patience.

We will process your honorarium once you have completed your registration and given
your presentation. If you have any questions about the registration process, please feel
free to contact me.



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Honorariums and other service payments may be subject to income tax withholding under federal and State law. UCI's central accounting office will automatically deduct taxes from your payment if it is required by IRS or California Franchise Tax Board guidelines. As a result, the net payment you receive may be lower than the pre-tax amount listed in this agreement.

On behalf of _____ and the Dance Department, thank you for your support of our program and your presentation to our students.

Sincerely,

Michelle Hu
Manager, Department of Dance



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