

# HONORARIUM FOR SECC EMPLOYEES

## REQUEST FORM

**PAY TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT:** \$ \_\_\_\_\_

☐ Add to payroll ☐ Add to wages for tax reporting purposes only. Already paid.

**DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTING ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**AFFIRMATION:** We understand that by submitting this request, the above honorarium will be added to the SECC employee's bi-weekly payroll, and will be subject to all tax and other reporting requirements, and our organization will be billed for the resulting charges.

**REQUESTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Business Manager, Treasurer or Pastor)