

# Speaker Requests for GSSA-Sponsored Events

This document explains the forms used when a speaker will be invited to a GSSA-sponsored event, and reimbursed for their travel or provided an honorarium.

It is meant to supplement the instructions for event requests and reimbursements, which can be found at <https://gssa.tulane.edu/event-funding/>.

Speaker Reimbursement:  
The Treasurer will process  
this as an IT through  
WaveSync as long as the  
department incurred the  
expenses.

# Speaker: Honorarium

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Please include the following when submitting ITs for honoraria:

- Flyer about event (including date and speaker name)
- Contract
- W-9

Please see the next slides for blanks of contracts and W-9s. These documents can be found on the website.

# Speaker: Honorarium

- STUDENTS/REPS MAY NOT SIGN THIS CONTRACT.
- It must be signed by someone from Student Affairs.
- This contract must be completed PRIOR to the speaker event/honorarium

## CONTRACT

This contract is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Administrators of the Tulane Education Fund through: \_\_\_\_\_ (hereinafter referred to as "Tulane") and \_\_\_\_\_ (hereinafter referred to as "Presenter").

In consideration of the mutual promises and agreements of the parties hereto, as hereinafter set forth, it is agreed to as follows:

1. Presenter shall present a performance as specified below:

- A. Date: \_\_\_\_\_
- B. Number and length of service/performance(s): \_\_\_\_\_
- C. Service/Performance time(s): \_\_\_\_\_
- D. Service/Performance location: \_\_\_\_\_

2. All equipment necessary for Presenter shall be at the location specified in Paragraph 1D no later than (time) \_\_\_\_\_ on the date of the service/performance. For performers, a sound check shall commence at (time) \_\_\_\_\_.

3. Tulane is not responsible for any equipment not specifically provided for in this agreement.

4. In the event that Presenter is unable to appear or perform as a result of the physical disability of the Presenter (except being under the influence of intoxicating beverages, narcotics or drugs) or act of regulation of public authority, civil tumult, interruption or delay of transporting service, act of God, force majeure or any other cause beyond the control of the Tulane or Presenter, then this agreement shall terminate and the Parties hereto shall be released from any and all obligations to the other.

5. In the event Tulane or Presenter cancels or otherwise breaches this agreement in a manner not enumerated in Paragraph 4 above, the party in breach shall be responsible for the payment of all costs and expenses incurred by the other party in preparation for the performance(s).

6. Tulane agrees to pay Presenter the sum of \$ \_\_\_\_\_ upon completion of the service/performance(s) specified in Paragraph 1 above. Payment shall be made by University check within 7-10 business days of the performance or service provided).

7. Additional provisions or conditions: \_\_\_\_\_

8. The Presenter, and each of the Presenter's employees and agents, shall be solely liable for and shall release, protect, defend, indemnify and hold harmless The Administrators of the Tulane Educational Fund, dba Tulane University, its Associated Student Body, and each of its agents, officers, administrators, directors, employees and representatives (individually a "University Indemnified Party" and collectively, "the University Indemnified Parties"), from and against any and all losses, liabilities, claims, damages, actions and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") (i) arising out of or in connection with the Presenter's (or any of Presenter's employees or agents) failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the "Laws") applicable to the Presenter's performance of this Agreement and/or activities at Tulane, (ii) arising out of or in connection with any unlawful acts, negligent acts, errors, omissions, or willful misconduct on the part of the Presenter's (or any of Presenter's employees or agents), (iii) brought by the Presenter (or any of Presenter's employees or agents), which in any way arises in connection with this Agreement, including, without limitation, Losses for bodily injury, personal injury, death, property damage, or punitive damages regardless of whether caused in whole or in part by negligence or other legal fault of any University Indemnified Party, or (iv) arising out of or in connection with any material breach, default or non-performance pursuant to this Agreement by the Presenter (or any of Presenter's employees or agents). This provision shall survive any completion, expiration or termination of this Agreement.

9. The terms of this agreement shall be construed for all purposes in accordance with the laws of the State of Louisiana.

In Witness Whereof, the Parties hereto have affixed their signatures at New Orleans, Louisiana.

### For TULANE UNIVERSITY:

By: \_\_\_\_\_  
(students do not sign here)

603 Lavin-Bernick Center  
Tulane University  
New Orleans, Louisiana 70118-5698  
(504) 314-2188

### For PRESENTER:

By: \_\_\_\_\_  
(students do not sign here)

Name: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

# Speaker: Honorarium

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) \_\_\_\_\_ Requester's name and address (optional)

**6** City, state, and ZIP code \_\_\_\_\_

**7** List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

**Employer identification number**

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### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# Speaker: Expenses

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Please include the following when submitting ITs for Speaker events

- Flyer about event (including date and speaker name)
- Proof of flight (receipts/boarding passes)
- Proof of lodging (receipts)
- Contract