

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:

(Business Manager, Treasurer or Pastor)

DATE:
