

Honorarium Form Process

Complete an Honorarium Form



Email or send a copy of the PERA Questionnaire form and W9 form to the Vendor(s) who are to be paid. Forms are available at <https://www.ccaurora.edu/students/student-life/student-led-organizations/SLO-resources>



After receiving the PERA Questionnaire and the W9 form from the vendor, submit all three documents to the Office of Student Life. You may email to Traci at traci.fielden@ccaaurora.edu or drop off at the office.



Traci will submit all your documents to our Financial Department and will let you know once a check has been sent to your Vendor.

Please Note:

A check cannot be sent to the vendor until ALL information is received. This process should be done prior to the event, as to not delay payment. Failure to provide information by the time requested could halt the planning of your organizations next function.