



(to be completed by the recipient)

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

I _____ employed by any agency of the State of Maryland, the University System of Maryland, or any other county Board of Education.

Comments/Notes, if any: _____

: _____ Date: _____

New vendors are required to complete vendor registration prior to receiving any payments.

An honorarium is considered taxable income by the IRS. The taxable income is to be self-reported by the payee unless the total amount received equals or exceeds \$600 in a year, then the SU Foundation will issue an IRS 1099 form to the payee. Note that SU Foundation does not withhold taxes to U.S. citizens and resident aliens for tax purposes.