



# Student Association

State University of New York College at Oneonta

## Personal Service Contract

(This form must be completed—including Director of Campus Activities Signature—and signed before returning to the SA office on the Ground Floor of the Hunt Union)

**Honorarium** is a one-time payment for general services in education, research or public service for non-recurring, short-term activities/events. Examples include guest lecturers, visitors, job candidates, consultants, or similar persons invited to the College in an official capacity. The payment of an honorarium is based on the assumption that an employer/employee relationship has not been established and the individual is neither an employee nor a student of the SUNY System. The SA is required to report any individual who has received over \$600 in one calendar year (not including reimbursements) to the Internal Revenue Service. Such individuals will receive a 1099 form from the SA.

**Contractual Services** are those services provided by an independent contractor possessing some special intellectual or vocational training. This person may not be a faculty member at SUNY Oneonta. The payment of an honorarium is based on the assumption that an employer/employee relationship has not been established and the individual is neither an employee nor a student of the SUNY System. The SA is required to report any individual who has received over \$600 in one calendar year (not including reimbursements) to the Internal Revenue Service. Such individuals will receive a 1099 form from the SA.

Program Title and Description: \_\_\_\_\_

Date/Time/Location services are to be provided: \_\_\_\_\_

Payee: \_\_\_\_\_  
Full Legal Name

Address \_\_\_\_\_  
Street Address City State Zip

Payee's Signature: \_\_\_\_\_

Amount Agreed to: \_\_\_\_\_ Social Security or Tax Identification # \_\_\_\_\_

Services Provided: *(This form is only appropriate for basic lectures/presentations and DJ or MC services. All other performances should use the standard performance agreement.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

*By signing this form, I attest that the requested usage is in support of a specific club activity.*

Signature: \_\_\_\_\_

This agreement is not valid without the signature of the Director of Campus Activities

Signature: \_\_\_\_\_ Date: \_\_\_\_\_