



Cultural Advising Honorary & Fee for Services Form

Quick tips are included on the reverse of this page. Contact IRSI at irsi.info@ubc.ca or 604-827-2801 with questions, or for help determining whether the use of this form is appropriate, what information to collect, and what payment method(s) are available for recipients.

A) Personal Information

First Name	Last Name
Street Address	City, Prov., Postal Code
Phone	E-mail

B) Project Information

Name of project	Date
Payment amount	Is this activity taking place on reserve? Yes No
Reason for payment	Honoraria / Token of Appreciation Fee for service

Tokens of appreciation, honorariums and payments for services are taxable *unless they take place on reserve and the recipient has legal "Indian Status"*. If the total taxable amount paid by UBC in a year exceeds \$500, UBC is required by the Canada Revenue Agency (CRA) to issue a T4A slip.

Are you willing to provide your Social Insurance Number (SIN) to UBC?	Yes	SIN:
	No	

Do you have "Indian Status" as defined by the Indian Act of Canada?	Yes	No	Prefer not to answer
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C) Payment Details

Choose one of the following options:

Cash *To be given in person at event*

Interac e-transfer *E-mail required above*

Note: Cash/e-transfer are **not** for UBC employees. In order to accommodate this request, ensure this payment request is received **at least 2 weeks prior to the event or activity**.

Cheque	Addressed to person above	Addressed to organization, to be sent to:
		Name of organization:
		Address 1:
		Address 2:
		Contact Phone/E-mail:

Direct deposit *Available for those already registered for direct deposit or electronic payment with UBC – to register, see reverse.*

Cash Received?	No	Yes – if yes, indicate exact \$ amount received:
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D) Signatures

Recipient signature:		Recipient name	Date:	
Witness signature:	<i>Needed if recipient does not sign.</i>	Witness name	Date:	
Staff signature:		Staff name	Date:	



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Quick Tips: This is intended as a quick reference guide to this form.

A) Personal Information

Documenting basic personal information of financial recipients is standard practice for responsible stewardship of university funding. There may be scenarios where either it is inappropriate to ask for certain details, or an individual does not wish to provide them (such as address, SIN or Status). Contact IRSI (irsi.info@ubc.ca) for more details and how to document this.

B) Project Information

- Outline the name of the project, event, lecture, or activity that the individual is supporting.
- Honoraria / Token of Appreciation: refers to a gift in recognition of cultural advising, which is likely monetary in nature. Generally, this amount is not to exceed \$500.
- Fee for service: refers to a contractual relationship wherein a financial payment for a deliverable is clearly outlined and expected. This could be seen as inappropriate when referring to cultural advising, as cultural knowledge cannot be bought or sold.
- Taking place on / off reserve: this question refers to the tax implications of working on or off reserve, and is necessary to understand how UBC is required to report this information to the CRA.

*Note: If the event took place on a reserve by an individual with "Indian Status" ([defined by the Government of Canada](#)), money received is not taxable; however, UBC still has an obligation to create a T4A if the amount received in a calendar year is greater than \$500. In this case, **the amount should be recorded by UBC in the "Other" section of a T4A (Box 144) which is not reportable income (i.e. does not need to be included on a personal tax return)**. If a cheque or EFT (not cash) was created through Workday, a T4A will be produced. If UBC has the recipient SIN on file, it may be linked to this, even if the individual declined to provide it in a certain situation.*

*Please advise recipients that if they receive a T4A with incorrectly categorized income (e.g. income that should be exempt yet reported as taxable), and need to request an amendment, the staff person who initiated the payment should collect relevant information (i.e. where the event took place, and the payee's status), and submit a request to the [Integrated Service Centre](#). **Note that this work should NOT be passed onto the payee, and should be conducted by UBC staff whenever possible.** If more information on this process is needed, contact IRSI at irsi.info@ubc.ca.*

C) Payment Details

- For all payment recipients, along with this form, there is a requirement for the staff person/administrator to complete an "HR Fast Track Form". This form can be downloaded here: https://finance.ubc.ca/sites/finserv.ubc.ca/files/resource-files/UBC_HR_FastTrack_Assessment.pdf and must be submitted to HR for review before reconciling the expense (if cash/Interac e-transfer) or processing payment (cheque/direct deposit). This step will ensure that the individual is not deemed an employee of the University for the specific engagement and/or activity.
- Payment types
 - o Not all payment methods are available for every recipient. For example, anyone deemed an employee of UBC cannot receive cash or e-transfer, but must be paid through direct deposit.
 - o Cash/e-transfer: Priority for individuals without bank accounts, uncomfortable with sharing personal information, or for partners new to working with the university.
 - o Cheque: Can take longer to process, and requires the full personal information in Section A)
 - o Direct deposit: For UBC employees and/or partners who regularly work with UBC. To register, download and submit this form: https://finance.ubc.ca/sites/finserv.ubc.ca/files/resource-files/EFT_Cdn_Vendors.pdf

D) Signatures

It may not be culturally appropriate to request a signature for an honorarium or payment for cultural advising. If this is the case, ensure that a staff person, researcher, or faculty member is available to witness the gifting when cash is involved, and sign on their behalf.

E) Disclaimer

Accuracy and validity of this form is the sole responsibility of the preparer and respective unit. Each unit understands that it must do its due diligence and collect information as appropriate.