



**GULF STATES CONFERENCE - CHURCH REQUEST FORM
HONORARIUM FOR AN EMPLOYEE**

Please fill out form and send with check in the amount of requested honorarium

PAY TO: _____

AMOUNT: \$ _____ (Include check of this amount with request)

DESCRIPTION: _____

REQUESTING CHURCH OR SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

E-MAIL: _____

We understand that by submitting this request, the above honorarium will be added to the Gulf States Conference employee's payroll, and will be subject to all tax and other reporting requirements, and our organization will be billed if there is a difference between included check and the resulting charges.

Authorized By: _____

Date: _____

Title: _____

(Authorization must be by someone other than the employee)

(Office Use Only)

Date Received: _____

Check # _____

Amount \$ _____