

# CREATION OF HONORARIA SUPPLIER FORM

**ONLY for individual NOT currently employed by the College**

## Supplier Information - To be Completed by Individual:

First Name: _____	Family Name: _____
Address _____	City _____
Province _____	Postal Code _____
Country _____	Telephone _____
Email _____	

Currency (please circle)	\$ CDN	\$ USD	Method of payment
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Social Insurance Number (SIN)* _____	Direct Deposit* please read below
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\* If you did not provide your SIN, check off the relevant box below.

I do not have a SIN

Not applicable

### *Mailing address, if different than above*

Address _____	
Province _____	Postal Code _____
Country _____	

## To be Completed by Department requesting Supplier:

Requested by:	
_____	_____
Name	Department
_____	_____
Date	Email of requestor

**After completing this form please save it on your own computer. Click the link to the right to upload it to a secured folder to Accounts Payable --->>> You may also use the same link to send the void cheque required for payment.**



\* Dawson College will pay its Canadian Suppliers by EFT only.  
 \* A voided cheque stub should be included when submitting this form.  
 \* A cheque payment will be issued to non-Canadian Suppliers.  
 \* An Interac / Email transfer will not be a payment option.

