



**BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.**

**199 Chambers Street, Rm S230**

**New York, N.Y. 10007**

**Phone: (212) 220-8163**

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

Dear \_\_\_\_\_

Thank you for accepting our invitation to visit our campus at The Borough of Manhattan Community College. For your performance we would like to offer you an honorarium of \$\_\_\_\_\_

You agree that the College may record, publish or otherwise distribute your presentation in any form or media for College purposes, and not for any commercial purpose.

If the information contained herein is accurate and satisfactory to you, please sign and complete the questions below and return a copy of this letter to this office. You will also need to, as honoree, register for payment in our system, CUNYBUY. You will receive a link under separate cover from the College Purchasing personnel in order to register in CUNYBUY, please follow the directions on the email sent to you for that purpose.

Please be aware that an honorarium paid to a foreign national is subject to U.S. federal withholding tax of 30%. Payment may be exempt from withholding only if there is a tax treaty benefit between the United States and the foreign national's country, and a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is needed in order to receive the tax treaty benefit.

Thank you in advance for your attention to this matter. Should you have any questions, please reach out to me at my contact information below:

Anthony Lothian, Business Manager  
BMCC Association Inc.  
199 Chambers Street  
New York, New York 10007  
PH. (212) 346-8521

By my signature, I \_\_\_\_\_ hereby certify that this honorarium is fully understood by me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact email Contact phone number

I am not a U.S. citizen or permanent resident