

Sample Form of Honorarium Letter

{On Letterhead of Church or Middle Governing Body}

(Current Date)

_____ (Address of Recipient)

RE: Honorarium

Dear _____:

In order that we may provide you with an honorarium in the amount of _____ Dollars (\$ _____), **(total amount to be paid for services rendered by Recipient)** for your participation as _____ **(description of services provided, i.e., speaker, teacher)** in the _____ Presbyterian Church **(name of church)** (hereinafter "Church Corporation") "**_____**" **(name of event Recipient will participate in)** on _____, 20____, **(dates Recipient will perform the services)** please complete the certification appearing below. For your convenience attached is a pre-paid envelope for your handling **(optional)**.

(If applicable) Also as agreed, the Church Corporation will reimburse your expenses related to this event up to _____ Dollars (\$ _____) **(total amount to be paid for expenses related to the services being performed)**. All reimbursable expenses must be documented with receipts for amounts in excess of Ten Dollars (\$10).

I thank you in advance for your attention to this matter. Should you have any questions please call _____ at _____ **(name and telephone number of person in Office that can assist Recipient)**.

Sincerely,

Signature and Title of Church Corporation Officer

Attachment

By my signature I, _____ **(name of Recipient)**, hereby certify that this Honorarium is fully understood by me and is entirely satisfactory and that I am not on the payroll of the Church Corporation.

Signature

Date