

**INSTRUCTIONS FOR COMPLETING
DB CONSULTING GROUP HONORARIUM FORM**

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|-------------------------------|--|
| 1. Name | Fill in your first and last names. |
| 2. Payee | If the check(s) should be made payable to an organization or person different from yourself, include that information here. |
| 3. Address | Fill in the complete address where the reimbursement check is to be mailed. |
| 4. Phone # | Fill in your complete phone number, including the area code. |
| 5. SSN/EIN | Enter the Social Security Number, OR the Federal Employer ID Number of the payee. |
| 6. Description of Work | Enter a brief description of the work performed. |
| 7. Amount to be Paid | Review this information to ensure that you will be paid the correct amount. |
| 8. Signature | Your original legal signature is required. Failure to sign this document or to send the original to DB Consulting Group will result in a delay in payment. |



Honorarium Form

Attn: Tangela Parker ♦ Job/Task #:017-002

**E-Language Learning Expert Technical Work Group Meeting
January 24-30, 2003, Honolulu, Hawaii**

1. Name:	_____
2. Payee:	_____
3. Address:	_____ _____ _____
4. Phone #:	_____
5. SSN/EIN	_____

6. Description Of Work:

7.	Rate Per Hour / Day:	N/A	Number of Hours /Days:	N/A	Total Amount:	\$1,500.00
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Gray shaded areas for DBC Use Only

I understand that this information will be used by DB Consulting Group to generate a form 1099-MISC for tax reporting purposes and will be regarded as confidential. My signature below indicates that all information is correct. Please send my check and form 1099-MISC to the address written at the top of the form.

8.	Signature:	_____	Date:	_____
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MP Signature:	Date:	PD Signature:	Date:
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1100 Wayne Avenue, Suite 801 ♦ Silver Spring, Maryland 20910
Phone: (301) 589-4020