

HOW TO RECEIVE YOUR JAMES MADISON UNIVERSITY COOPERATING TEACHER HONORARIUM

Thank you for hosting a James Madison University student teacher. An honorarium is provided as a token of appreciation for your part in preparing JMU student teachers. Please read the details of the honorarium process below.

1. Prior to the start of the placement, you will receive an email titled “Welcome!” that contains information about your placement and a link to the [Cooperating Teacher Honorarium Verification Survey](#). Cooperating teachers (CTs) should complete this survey after **the first 2 weeks of the student teaching placement** (not the practicum placement).
2. **In the first 2 weeks of the student teaching placement**, the University Supervisor (US) should complete the “Cooperating Teacher Verification Form” to verify that the placement is viable.
3. Once both the CT survey and the US form have been submitted, the CT’s information can be submitted to the Accounting Technology office.
 - If you have not signed up for direct deposit, or if you have not received a payment from JMU in the last two years, you will receive an email within the next 2 weeks from the JMU Accounting Office asking you to complete a **digital W-9 form and/or to enroll in Zelle direct deposit***. Please complete these forms as soon as possible to ensure the timely processing of your honorarium.
 - If you have already signed up for direct deposit and have received a payment from JMU in the last two years, you do not need to do anything else.

[*Note: We strongly recommend that CTs enroll in Zelle direct deposit. If you do not enroll in Zelle direct deposit, we ask that you allow an additional 30 days for USPS to deliver your mailed check.]

4. After the CT has completed the W-9 and direct deposit enrollment, the CT’s information is sent to Accounts Payable for approval. Once the approval is complete, honorarium checks are issued with the next payroll cycle*.

[*Note: Payroll is only completed twice a month, at the middle and end of the month.]

Important Details:

- The timeline for receiving your honorarium depends on each step in the process. **The best way to ensure that your honorarium is processed in a timely manner** is to complete the CT survey, check that your US has completed the verification form, and complete the W-9 and direct deposit enrollment as soon as you receive them.
- Due to budgetary constraints, we will not be able to process any honorarium requests for fall placements after **December 30th**, or for spring placements after **May 15th**. Please submit all required documents before then.
- **TAXABLE INCOME:** Honoraria are considered taxable income and will be reported to the IRS and to the state. You are responsible for reporting this income and for payment of any income or self-employment taxes.