



[Draft] (No subject)

From



Date: XX.XX.XXXX

TREQ0XXXXX

Dear [Insert Name of Payee],

On behalf of the College of Education, I would like to thank you for [Insert services or activity]. We truly appreciate the time and expertise you contributed.

[Honoraria – thank you payment]

As a thank you, we would like to issue you an honorarium. To do so, the College of Education requires a completed payment information form. Please complete this [form](#) at your convenience.

[Service Payment – obligated payment]

I am reaching out regarding payment for the services you provided. To process your payment, the College of Education requires a completed payment information form. Please complete this [form](#) at your convenience.

**Please note:**

If you are receiving this email, it is because **we do not currently have a valid form on file**. This may be because you have...

1. never submitted the form, or
2. your form has been securely deleted after 1 year, per our data retention policy.

**Policy:**

*The UW College of Education must collect your SSN or Federal Tax ID number in order to process payment and related federal tax information correctly. We take the security of your information seriously and will retain this information securely encrypted for 1 year, during which it will only be shared within our payroll system.*

If you would prefer to provide this information over the phone, please email [edfiscal@uw.edu](mailto:edfiscal@uw.edu) with a number and time for our finance team to reach out to you. Please also reach out to [edfiscal@uw.edu](mailto:edfiscal@uw.edu) with any questions or concerns about your payment.

Thank you,  
**[Your Name]**