

NP PRECEPTOR HONORARIUM FORM

Honorariums are issued at the end of: January (for Fall term), May (for Winter term) and September (for Spring term). Late forms and/or requests for payment will not be accepted after six (6) months from the end of the practicum.

NEW PRECEPTORS:

- 1) Complete this form
- 2) Attach a VOID cheque/Direct Deposit Form – **NOT applicable to preceptors paid via agency**
- 3) It is recommended that confidential information be sent via the U of T Secure File Transfer System, UTSend (<https://send.utoronto.ca/>). Submit documents to preceptor.nursing@utoronto.ca via UTSend.

CONTINUING PRECEPTORS:

Complete this form **ONLY** if your legal name, address or banking information has changed

Today's Date:	
Preceptor's Legal Name:	
Date of Birth:	SIN:
For the following questions, please check <u>ONE</u> only	
Who is Receiving Payment? Preceptor <input type="checkbox"/> Organization <input type="checkbox"/>	
Submission Category: New Preceptor <input type="checkbox"/> Returning Preceptor – Updating my banking info <input type="checkbox"/> Returning Preceptor - Updating my name <input type="checkbox"/> Returning Preceptor – Updating my address <input type="checkbox"/>	
*Direct Deposit: <i>*NOT applicable to preceptors paid via agency</i> I have attached a VOID cheque <input type="checkbox"/> I have attached a Direct Deposit Form <input type="checkbox"/>	
Mailing Address of Preceptor	
Street Name & Number:	
City, Province:	Postal Code:
ONLY For Organizations Receiving Honorariums on Behalf of Preceptors	
Name of Organization/Agency/Department (i.e. cheque is payable to what organization/agency):	
Agency Representative:	
Mailing Address:	