Oregon Society of Tax Consultants, Inc.
SPEAKER AGREEMENT

"THIS IS A SUBSTITUTE W-9"

WHEREAS: Oregon Society of Tax Consultants (hereafter referred to as OSTC) is presenting a seminar or education class to the public, and wishes to retain the services of _____ (hereafter referred to as the speaker) as an instructor in whole or in part of such seminar or educational class; OSTC and the speaker hereby enter into the following agreement:

Rate: OSTC will pay the speaker $_____**per hour** for actual instruction (see standing rules for hr rates)

Mileage: OSTC will reimburse the speaker for travel expense at the current IRS mileage rate.

Lodging: is contingent upon a predetermined need and must be agreed upon before the signing of this agreement, and in no event shall exceed $125/night. However, speaker **must stay at the Event's Hotel** and will receive reimbursement at that rate. Meals may be provided but the number of meals and amount per meal must be agreed upon before the signing of this agreement. (See reimbursement Policy) _____

Location, date & time: of the Seminar or Class are as follows:
Date: _____ Time: _____
Location: _____

Speaker's Topic:_____
Equipment: To be provided by OSTC_____

Education for Speaker: OSTC will also allow the speaker to attend the segments of the seminar and/or education class in which the speaker is not the instructor at no charge. (Not to exceed 6 hr of education unless the speaker is an OSTC member. However, meals outside of the actual day of speaking are at the Speaker's Expense). A certificate of continuing education may be provided according to the guidelines set by the State of Oregon Board of Tax Practitioners, the IRS, or other licensing boards.

Speaker's Material: Speaker will provide printed material for the class 2 weeks prior to the event to the Education Representative. Speaker's handouts will be limited to 50 single sided pages , unless previously agreed to ahead of time and initialed by both parties here:_____ or; Speakers may make copies of their handouts but are still limited to no more than 50 copies per attendee and shall be reimbursed at the rate of .05 cents per copy and shall provide such copies to the Education Chair 2 weeks prior to event.

Cancellation Fees: Should the speaker cancel within 60 days of the seminar, he/she shall be required to pay a cancellation fee of $200. If OSTC cancels after the contract is signed, they will pay a cancellation fee of 2 hours of the speaker's agreed upon instruction rate. (No cancellation fee will be assessed to a non-paid speaker).

AGREED to by the signing of this:

_____	_____
Speaker Signature Date	**OSTC Education Representative Date**
Address:_____	Address:_____
Telephone:_____	Telephone:_____
E-Mail:_____	E-Mail:_____
Federal ID #_____	Fax #:_____

Please send **Original of this Agreement to the Education Representative** who signed above and send a copy to: Catherine Weesner, OSTC State Treasurer 9915 SE 91st Avenue, Happy Valley, OR 97086 Fax 503-771-0506

Revised 11/11/15