

CCA VISITING/GUEST ARTIST PAYMENT REQUEST

The following information is required to make a Visiting/Guest Artist payment;

Full Name as it appears on their Social Security card: _____

Address: _____

Telephone Number: _____

Email address: _____

Is the artist a U.S. Citizen: _____ **Yes** _____ **NO**

If the Visiting/Guest Artist is an International visitor, we are required to fill out the [Export Control Verification](#) forms and return them to Nancy Draper at Nancy.Draper@mail.wvu.edu for review. We also require a copy of their VISA and Passport. This can be faxed to the EBO at 304-293-6896 to Scott Morrison’s attention. This paperwork should also include a copy of their I94 card. We are required to contact the WV Tax Office with this information to determine employment eligibility based upon their VISA type.

Dates of Service: _____

Description of Service: _____

Payment Amount: _____

Please be aware that the state does not allow advance payment. Payment will be made after services are rendered. The payment amount should be a flat fee and include all associated expenses such as: honorarium, travel, lodging, per diem, etc. In order for the Visiting/Guest Artist to receive prompt payment, please submit all paperwork to the EBO 6 weeks prior to the artist arrival to campus.

We will need a copy of the Visiting/Guest Artist contract to submit with the payment request. The EBO does not negotiate this contract our responsibility is the processing of the payment.

Funding Source(s) for payment: _____

Requestor: _____

Chair Approval: _____

Dean’s Office Approval: _____

Scott will work with you to provide your Visiting Guest Artist with the appropriate paperwork to complete the payment process.

PLEASE SUBMIT COMPLETED FORM TO THE EBO IN ROOM 302A AS EARLY AS POSSIBLE PRIOR TO YOUR GUEST ARTIST ARRIVING ON CAMPUS.