

CCA VISITING/GUEST ARTIST PAYMENT REQUEST

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

Full legal name: _____

Email address: _____

Will the artist be visiting campus in person: _____ YES _____ NO

Is the artist a U.S. Citizen: _____ YES _____ NO

If the Visiting/Guest Artist is an International visitor, we are required to contact the WV Tax Office with this information to determine payment eligibility based upon their VISA type. These payments are potentially subject to ATAX withholding (sometimes upwards of 30-40%) and reporting. The artist will need to complete and return a foreign national form along with other types of documentation requested by WVU Tax Services.

Date(s) of Activity: _____

Description of Activity: _____

Payment Amount: _____

*All honorarium payment amounts should be a flat fee and include all associated expenses such as: honorarium, travel, lodging, per diem, etc.

*Payments made with STATE funds require the guest artist to submit a W9 online through the supplier portal to register as a vendor with the state of WV. State payments cannot be made in advance of the date of activity.

*Honorarium payments using WVU Foundation funds can be requested in advance of the date of activity. **In order for your Visiting/Guest Artist to receive prompt payment, please submit all paperwork to the EBO at least 6 weeks prior to the artist arrival to campus or the date of activity.**

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 payment.

*Funding Source(s) for payment: _____

Requestor: _____

Chair Approval: _____

Dean's Office Approval: _____

Natalie 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 3101 AS EARLY AS POSSIBLE PRIOR TO YOUR GUEST ARTIST ACTIVITY DATE.