

## CCA VISITING/GUEST ARTIST PAYMENT REQUEST

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

**Full name (as it appears on the 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](mailto: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 Natalie Buckley'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 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 ARRIVING ON CAMPUS.**