

# PAYROLL INFORMATION FOR GUEST ARTIST

## Division of Performing Arts

This form MUST be completed for all Short Term Payroll Payments.

The following fields with \* indicate **required** information from the guest. Any field left blank may cause delay of payment.

Name (first and last)\*

University ID \* (required if you are a current UI employee or student)

Date (mm/dd/yyyy)

Are you a current UI student or employee? If **NO**, a completed W9 form (attached) is also required. If you have questions or the W9 form is not attached, please contact the DPA Business Office. Address and contact information are provided at the bottom of this form.

Yes No \*

Email

3) Are you a US Citizen?

If **NO**, what Visa type will you be traveling on? If you have a Green Card, please enter dates:

Yes No \*

If you are **NOT** a US citizen, you are required to bring your immigration documents to the DPA Business Office before payment can be processed. Address and contact information are provided at the bottom of this form.

Address \*

City

State

Zip

Date of Birth (mm/dd/yyyy)

### The following information is required from faculty sponsor regarding services provided:

Faculty Sponsor Name

Department (Dance, Music or Theatre)

Funding Source and/or MFK

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Total Fee (\$)

*Fee to be paid approximately 2-4 weeks after services provided.*

### Description of Services:

Your signature below indicates that you agree to allow broadcast and distribution of your performance on the UITV non-commercial public access television channel, on Iowa Public Radio, or via live stream at the discretion of the University of Iowa. Exceptions or exclusions to this must be noted at signing. In addition, for guests of the School of Music, signing below indicates you agree to release the recording of your performance for duplication by the School of Music Recording Studio. If restrictions are to apply, please notify the recording studio within 48 hours of the performance.

Guest Signature

Date (mm/dd/yyyy)

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Faculty Sponsor Signature

Date (mm/dd/yyyy)

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Kayt Conrad Signature (DPA Administrator)

Date (mm/dd/yyyy)

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**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:** No payment will be issued without completed form. Return completed form(s) in one of the following ways: 1) US mail: Kellie Kucera, 1400M Voxman Building, Division of Performing Arts, The University of Iowa, Iowa City IA 52242, 2) email: [kellie-kucera@uiowa.edu](mailto:kellie-kucera@uiowa.edu) or 3) fax: 319/335-2637. Phone: 319/335-1606

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.		<b>Requester's name and address</b>	
6 City, state, and ZIP code		The University of Iowa-Accounts Payable/Purchasing 202 Plaza Centre One Iowa City, IA 52242-2500 Fax - 319-335-2443 purchasing-vendor@uiowa.edu	
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[ ] [ ] [ ] [ ]	- [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]
OR	
Employer identification number	
[ ] [ ] [ ] [ ]	- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### Authorization for Electronic Vendor Payments (ACH)

All new vendors are required to accept electronic transfer payments to the financial institution of your choice, anywhere in the United States. Please complete the information below authorizing the ACH payment process between The University of Iowa and your company. Paper checks are no longer processed. This authority remains in effect until written notice is given to cancel/change/stop the service. The University of Iowa is not responsible for any delay, loss of funds or overdraft charges due to incorrect banking information supplied here.

**Complete the following or attach a preprinted, voided check which provides this information to this form.**

Bank Name: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

email for payment notifications: \_\_\_\_\_

**Compliance**

- To comply with International ACH Transaction (IAT) rules, you must notify The University of Iowa if ACH-disbursed funds are being transferred from a United States financial institution to a financial institution in another country.
- The particular rules are pursuant to requirements of the Office of Foreign Assets Control. In order for The University of Iowa to comply with the IAT rules and the applicable United States laws, you must answer the following question:

**Will the ENTIRE electronic payment(s) from The University of Iowa be transferred to a foreign bank account?**     No     Yes