

PAYROLL INFORMATION FOR GUEST ARTIST Division of Performing Arts

This form MUST be completed for all guest artist Payments. The following fields with * indicate required information from the guest. Any field left blank may cause delay of payment.

Note this form may not be used for current students or UI employees.

Last Name*	First Name *	Date (mm/dd/yyyy)			
Are you a US Citizen?	Cmail				
Yes No * If NO , what Vis	sa type will you be traveling on? If you	u have a Green Card, please enter dates:			
If you are NOT a US citizen, you are require be processed. Address and contact inform		ents to the DPA Business Office before payment can is form.			
City	State Z	Date of Birth (mm/dd/yyyy)			
The following information is re	quired from faculty sponso	r regarding services provided:			
Faculty Sponsor Name De	partment (Dance, Music or The	atre) Funding Source and/or MFK			
Start Date (mm/dd/yyyy) End	Date (mm/dd/yyyy) Total I	Fee (\$) Fee to be paid approximately 2-4 weeks after services provided.			
Description of Services:					
access television channel, on Iowa Public Radi must be noted at signing. In addition, for gue	o, or via live stream at the discretion of ests of the School of Music, signing belo	your performance on the UITV non-commercial public the University of Iowa. Exceptions or exclusions to this w indicates you agree to release the recording of your re to apply, please notify the recording studio within 48			
Guest Signature		Date (mm/dd/yyyy)			
Faculty Sponsor Signature		Date (mm/dd/yyyy)			
Kayt Conrad Signature (DPA Admin	istrator)	Date (mm/dd/yyyy)			

Form W-9 Substitute (Rev. November 2017) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank			-				
ص. ا	2 Business name/disregarded entity name, if different from above							
d uo	the following seven boxes.				4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
tions	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trus single-member LLC			Exempt payee code (if any)				
Specific Instructions	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) Note: 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.			Exemption from FATCA reporting code (if any)				
be	☐ Other (see instructions) ►		(Applies to accounts maintained outside the U.S.)					
See S	5 Address (number, street, and apt. or suite no.) See instructions.	· ·	ster's name and address					
ŏ	6 City, state, and ZIP code	202 Plaza Centre O Iowa City, IA 52242	City, IA 52242-2500					
+	7 List account number(s) here (optional)	s purchas	purchasing-vendor@uiowa.edu					
Part	• • •							
	our TIN in the appropriate box. The TIN provided must match the name given on line 1 to a		ecurity r	number				
eackup withholding. For individuals, this is generally your social security number (SSN). However, for a esident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			-		-			
ntities IN, la	, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i> er.	eraor						
,	the account is in more than one name, see the instructions for line 1. Also see What Name		er identif	ication nu	mber			
lumber To Give the Requester for guidelines on whose number to enter. Effective Date:			-					
Part	Certification			, ,				
nder	penalties of perjury, I certify that:							
. I am Serv	number shown on this form is my correct taxpayer identification number (or I am waiting for not subject to backup withholding because: (a) I am exempt from backup withholding, or (bice (IRS) that I am subject to backup withholding as a result of a failure to report all interestinger subject to backup withholding; and) I have not been	notified	by the In	ternal			
	a U.S. citizen or other U.S. person (defined below); and							
	FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporti	na is correct						
ertific ou hav cquisi	ation instructions. You must cross out item 2 above if you have been notified by the IRS that your failed to report all interest and dividends on your tax return. For real estate transactions, ite tion or abandonment of secured property, cancellation of debt, contributions to an individual ruan interest and dividends, you are not required to sign the certification, but you must provide your	ou are currently sul m 2 does not app etirement arranger	ly. For m ment (IR	nortgage ir A), and ge	nterest enerally	paid, , paym		
ign Iere	Signature of U.S. person ▶	Date ►						
\uth	orization for Electronic Vendor Payments (ACH)							
Ve ask elow a ancel,	vendors to accept electronic transfer payments to the financial institution of your choice, anywher buthorizing the ACH payment process between The University of Iowa and your company. This authorizing the service. The University of Iowa is not responsible for any delay, loss of funds or d on this form. Complete the following bank information to receive payments.	thority remains in e overdraft charges	effect un due to ir	til written	notice	is giver	n to	
	678	IR NAME Main Street where, MI 12345		DATE _		123		
	Bank Routing #:	PAY TO THE ORDER OF DOLLARS						
	Account #:				DOLL	.ARS		
ema	Il for payment notification (2 max):	99888777		4123				
	nlianca		nber	Check Number				
	pliance a comply with International ACH Transaction (IAT) rules, you must notify The University of Iowa if A	CII aliaba ana al fara al		na transfa			aitad C	

- 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 State
 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: