

Please follow these important instructions to assure timely and appropriate compensation for your services.

Artist/Lecturer: To ensure proper processing, ALL blanks MUST be filled in

- If you have not been paid or reimbursed before by MassArt, please complete a W-9 form.
A personalized invoice from the Artist/Lecturer may be substituted for the Artist/Lecturer Standard Invoice Form.
Please return this form to a Mass Art Faculty/Staff person when Part I is completed.

Faculty/Staff: Complete Part II

- Before hiring a visiting artist/lecturer from another country, call the Business Office to see if MassArt can pay them.
This form is to be used in conjunction with a Payment Request Form to be completed by a Mass Art employee.

Part I Invoice for Service

Artist/Lecturer completes this section.

Name

Address

City, State

Zip Code

Phone

Social Security #

or Federal ID #

Date

I

Print Name

performed the services described below on / / Date Hours

Services:

Course/Workshop Title

Rate of Compensation Total Compensation

Artist/Lecturer Signature

Are you a MassArt Employee or Student?

Check one:

- 01 Full Time Faculty
Adjunct faculty for day or evening courses
Matriculated Student
Other
No, I am not affiliated with Mass Art

Part II Acceptance of Service

Requisitioner (MassArt Faculty/Staff) completes this section.

I certify services were rendered as described above.

Print Name

Date Signature

Part III For Business Office Use