

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 _____

Vendor 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
- ___ 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