

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