

RSO Contracted Performer Payment Form

Name of Contracted Guest: _____

Contracted Guest's Federal Tax ID#: _____

Hard Copies of this form and accompanying documents (see below) must be turned in, in person, to Squires 225 by deadlines outlined in policy/procedure. Office is open Monday- Friday, 8:00 am - 5:00 pm.

Please be sure to attach all supporting documentation i.e.: contract, W-9 form, and the 20 Questions form to this request to ensure fast and efficient processing of payment.

- All properly completed requests will be processed in a timely manner.
- Any incomplete requests received will be held until receipt of required additional information.
 - You will have one week from notification to turn in additional paperwork or it will be discarded and new paperwork will need to be submitted.
- Completed paperwork can take several weeks to be processed by the Controller's Office.

Check List for Payment Processing:

(Please be sure to review and check off each item)

- Please do not use staples on any of your paperwork.
- A payment processing form needs to be filled out for each contract to be paid (see back of sheet).
- Organizations and individuals CANNOT pay for contracted performers and be reimbursed.** Payment must be issued directly to the performer from Virginia Tech. If you pay the performer directly, **VT will not be able to reimburse you.**
 - Checks must be paid to a company/vendor or contracted guest, not to a student/faculty/staff member.
- If you have a contract that needs to be paid, obtain a W-9 form from the contracted guest.
 - If the performer is international (based out of another country), a W-8, instead of W-9 will be required.
- You must fill out and turn in a 20 Questions form on behalf of the contracted guest, if payment is going to be made payable to an individual
- Submit this form with contract, 20 questions form, and W9 form/ (or W-8), as soon as you finalize your contract.
 - Payment Processing Forms, W9s, and 20 Questions are available in 225 Squires and online at the Student Budget Board website.
- Paperwork must be turned in 4-6 weeks ahead of event date to receive check on time. Payments for performers who are international may take up to 3 months and may require additional paperwork.
- If you have questions, please ask the SBB Administrative Associate during office hours in Squires 225 or email budgetboard@vt.edu.

Be sure to complete both sides →

Timestamp of Date Received:

1. Name of Organization: _____

2. Today's Date: ____ / ____ / ____

3. Name of Event or Activity: _____

4. Date of Event: ____ / ____ / ____

5. Budget Request Number (on GobblerConnect): _____

6. Total Payment (Per SBB Allocation): \$ _____

7. Item for Payment and Line Item Number on GobblerConnect Request:

- Item: _____ Line Item Number: _____

8. Please indicate routing of check for performer payments:

Mail Directly

Will pick up from Bursar's Office (Must be done for day of payment)

9. Make Payment to: _____
(Enter Contracted Performer's Name)

Payee address:

Address (1): _____

Address (2): _____

City, State, Zip: _____

I hereby certify that the expenses described above, and per any attachments hereto, are necessary and appropriate expenditures of the named student organization. By my signature, I acknowledge that any goods purchased become the property of the named student organization at Virginia Tech.

10. Requested By: _____ / _____ / _____
(Please Print Name) (Signature) (Date Submitted)

(Requestor's email address)

(_____) _____ - _____
(Requestor's telephone number)