

# RSO Contracted Performer Payment Form

**\*\*Please download this form and then fill out.**

**Do not fill out in your browser or information may not save.\*\***

**Name of Contracted Guest:** \_\_\_\_\_

**Contracted Guest's Federal Tax ID#:** \_\_\_\_\_

This form, along with all supplemental documentation, must be submitted via [the Payment Submission Form on GobblerConnect](#).

**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 and Important Information for Payment Processing:**

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

- 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. W9s, and 20 Questions are available online at the Student Budget Board website.
- Forms 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 by setting up a meeting. Meetings can be set up via our online process found on SBB's website.

Be sure to complete both pages.

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: \_\_\_\_\_

10. I consent to electronically sign this Payment Processing Form. Signature is below.

*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.*

11. Requested By: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Please Print Name) (Signature) (Date Submitted)

\_\_\_\_\_ (Requestor's email address)      (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Requestor's telephone number)