

**CLAS Performing Arts**

Dance | Music | Theatre Arts

Performing Arts Administration

1400 Voxman Music Building

93 E. Burlington Street

Iowa City, Iowa 52242

Form Version Date July 2026

GUEST ARTIST PAYROLL FORM* indicates **required** information.

*Last Name: _____ *First Name: _____

*Email Address: _____ *Date of Birth (mm/dd/yyyy): _____

*Are you a U.S. citizen? _____ Yes _____ No

If you are not a U.S. citizen, you are required to provide your immigration documents to the Performing Arts Business Office before payment can be processed. See bottom of form for contact info.

*Address: _____

Street Address _____

City _____ State _____ Zip Code _____ Country _____

If you are a U.S. Citizen, [complete a W-9](#). If you are a non-U.S. Citizen, [complete a W-8BEN](#). Completed form should be signed and submitted with this Guest Artist Form.

Non-U.S. citizens may need to complete additional form(s).

Disclosure: Your signature below indicates that you agree to allow broadcast and distribution of your performance on the UIVT non-commercial public access television channel, on Iowa Public Radio, or via live stream, or for other marketing purposes at the discretion of the University of Iowa. Exceptions or exclusions to this must be noted at signing. In addition, signing below indicates you agree to release the recording of your performance for duplication by the University of Iowa. For School of Music guest artists: If restrictions are to apply, please notify the recording studio within 48 hours of the performance.

Guest Signature _____

Date: _____

Faculty Sponsor Signature _____

Date: _____

THE BELOW INFORMATION MUST BE COMPLETED BY FACULTY SPONSOR. ALL FIELDS REQUIRED.

Faculty Sponsor Name: _____

Dept: _____

Amount to be Paid: _____

Payment will be remitted 2-4 weeks after completion of work/initiation of payment by Business Office.

Start Date of Work/Visit: _____

End Date of Work/Visit: _____

Description of Services: _____

Where will the work be performed? (On campus? Another state?

Internationally- country? Virtually in U.S.? Virtually outside U.S.?) _____

Please provide full MFK: _____

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No payment will be issued without completed form + W-9 or W-8BEN /or any other required documentation. Send completed paperwork to your University Shared Services (USS) Representative (uss-dance@uiowa.edu; uss-music@uiowa.edu; or uss-theatre@uiowa.edu). If you are not a U.S. citizen, please provide immigration documents to your USS Representative.