

Performer Agreement

Instructions for Use and Processing

Step One

- a. Confirm that any Performer is not a current STC employee or a former STC employee who left STC within 12 months of the Performance Date.

- b. In the first section of the Agreement, please include the Performer's full legal name as it appears on the Performer's W-9 federal tax form. *The Agreement must be between STC and the person or business entity to whom STC is making the payment as shown on the W-9.*

- c. Provide the contact information, including email addresses, in box 8.2.

- d. In the signature box at the end of the Agreement, include the name of the person signing on behalf of the Performer (which could be the Performer him-/herself if doing business as an individual person); include the title of the person if he or she is signing on behalf of a Performer that is a business entity.

- e. If the amount of the Agreement is less than \$1,000.00, in the signature box for STC, include the name and title of the Financial Manager who will sign the Agreement on behalf of STC. (If the amount is greater than \$1,000.00, the STC President must sign; however, the Financial Manager and other STC personnel **may** sign as well if required by specific Departmental policies; additional signature blocks can be added for this purpose.)

- f. Complete Attachment "A" including:
 - The dates, times, and locations of the performances; if you need more space, you may use additional pages.
 - A complete description of the Services including the nature and duration of the performance.
 - The compensation that will be paid and the expenses, if any, that will be reimbursed. If no expenses will be reimbursed, you may mark it as "NA."
 - The Total "Not-to-Exceed" amount showing the total of the fees and expenses, if any.

- g. Share your draft of the Agreement with the Performer for his or her review; make any necessary revisions

If you have any questions about or would like help with the completion of the forms, please do not hesitate to contact Todd C. Nelson (tnelson2@southtexascollege.edu).

Step Two

Make arrangements for the Performer to:

- sign and date the Agreement and initial the bottom of Attachment A
- read and initial boxes 13.1 and 13.2
- fill out and sign a W-9 form
- provide any additional information that may be required such as references or a CV

(If the Performer has provided the W-9, references or CV within the fiscal year to which this Agreement applies, the forms do not need to be provided again.)

Step Three

- a. At your option, you may:
 - i) mail or deliver a paper copy of the Agreement and other forms to the Performer; or

Last revision (10.06.20)

- ii) send the documents as an email attachment for the Performer to print and sign/initial/date, etc.; or
- iii) have the Performer sign/initial/date the documents in your office.

The Performer should return the original documents by mail or personal delivery; however, if time is of the essence, the Performer may scan and send them as an email attachment and provide the originals at a later date.

- b. When you have the Agreement as well as all of the other required documents completed and signed by the Performer, route them to the Purchasing Department, *attn. Todd C. Nelson*, for final review and execution by STC after which a fully executed copy will be sent or delivered to the Performer. (If the Performer would like a fully executed original Agreement, he or she should provide two signed/initialed/dated originals so that STC can sign and date both sets and return one to the Performer.)