

CLASSROOM VISITING ARTISTS

W9s, Contracts, and Online Form

1. Email your Chair the request with this information:
 - a. Artist/ Speaker Name
 - b. Date of class visit
 - c. Class you are requesting this for
 - d. Payment amount you are requesting
2. After your Chair has approved your request fill out the MCAD Payment Request Form:
 - a. The form can be found on Academic Affairs MCAD Intranet page. Here is a link: <https://goo.gl/forms/FBy438U2Q5u5e0Kj2>
 - b. Fill out the form in its entirety. **If your guest speaker is international, you will need to fill this out three weeks in advance.** This is because the IRS must determine if we can pay them and if the government will withhold portions of their payment. This must be done **BEFORE** your guest attends your class
 - c. After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
3. **Academic Affairs fills out the check request and waits on the W-9 *and proof of agreement between your guest and MCAD. The email in which your guest agrees to work with us will suffice for this. Please note that this is a new requirement for payment requests.**
4. Academic Affairs will contact the class visitor to fill out the W-9 form through Adobe Sign so that it is secure and password protected. Please inform your guest speaker that Academic Affairs will be reaching out to them.
5. Academic Affairs will complete your request and send it on to Accounts Payable (AP) to be processed. (It can take a few days to get all appropriate signatures)
6. Please allow up to 10 business days for your request to go through (from the time AA sends your request to AP)
7. If your visitor has not received payment within 15 business days – please contact us and we will attempt to remedy the situation.

Once approved – NEW VENDORS will need a W-9 and possibly a contract...

WHAT IS A W-9?

A W-9 is used to verify all independent contractors – an independent contractor is ANY INDIVIDUAL OR COMPANY that we are requesting payment for. The business office will keep W-9's on file for approximately one year.

WHO NEEDS A W-9?

Everybody and Every Company who wishes to be paid! (not necessary for those not requesting payment)

**International Visitors – please see someone in Academic Affairs way in advance

WHO NEEDS JUST A W-9 WITHOUT A CONTRACT?

Visiting Speakers or people who pop in for an hour or two to talk to your class about whatever they specialize in, etc.

WHERE CAN I GET A W-9?

While we are remote, Academic Affairs will reach out to guest speakers through Adobe Sign, which is a secure and password protected method.

CAN I GET AWAY WITH NOT HAVING A W-9 FOR MY SPEAKER/VISITOR?

No No No No and No – the request will not be processed without the proper paperwork.

WHO GETS A CONTRACT AND W-9?

Visiting Artists or people being paid to come in to do a SPECIFIC task. (e.g., judging/ panel members/all day demonstrations or workshops)

REIMBURSEMENTS

***All receipts must be original. Scans are accepted.**

ALL REIMBURSEMENTS

1. All reimbursements must be approved by Chair.
2. After you receive Chair approval, fill out the MCAD Payment Request Form:
 - a. The form can be found on the Academic Affairs MCAD intranet page. Here is the link: <https://goo.gl/forms/FBy438U2Q5u5e0Kj2>
 - b. Fill out the reimbursement section of this form in its entirety. Be as thorough as possible with the reimbursement explanation.
 - c. After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
3. Email receipts for reimbursements to Academic Affairs at academic_affairs@mcad.edu

Check Request

1. All reimbursements will be given as check requests.
2. Checks will be mailed to faculty.

SUBSTITUTE TEACHING (request by Dept Chair Only)

1. All substitute teaching must be approved by Chair.
2. Only current MCAD employees on payroll can substitute teach.
3. Requests for substitute teaching may be submitted by Department Chairs/Directors ONLY
 - a. The form can be found on the Academic Affairs MCAD intranet page. Here is the link: <https://goo.gl/forms/FBy438U2Q5u5e0Kj2>
 - b. Fill out the substitute teaching section of this form in its entirety.
 - c. After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
4. Payment for substitute teaching will be added to the substitute's next payroll check (paperwork for faculty is due on Monday 1 week before the pay date, if this deadline is not met the payment will be on the next check).