

Instructions for Penn State School of Music Guest Artists:

US and *non-US citizens fill out following 3 forms:_____

1) <https://guru.psu.edu/forms/university-guest-presenter-agreement-form.pdf?logged=true>

(Instructions can be found <https://guru.psu.edu/forms/university-guest-presenter-agreement>)

*Please disregard the instructions to include a your W9 with this form (see #2 below)

*host faculty should fill out top portion of #1 and send to guest

2)W9 to be uploaded to your Supplier Registration Form (see #3 below)

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

3) Please follow this link to become a vendor/supplier, which will allow us to pay you. Go to this link and click on the "Supplier Registration Form" link under the "New Applicant" section.

<https://purchasing.psu.edu/become-supplier>

*use the Word File [Penn State Supplier Registration Guide for Individuals \(DOCX\)](#) for help in navigating form.

***Non-US citizens additionally fill out:**_____

4) <https://guru.psu.edu/Forms/non-employee-information-form.pdf?logged=true>

MORE INFO_____

- Please send the completed forms (#1 and if a Non-US citizen-#4) to Peg Lucas via email at pje3@psu.edu (Form #3 is automatically sent and includes your W9 #2)
- To be clear, non-US citizens will need to fill out all 4 forms.
- Once you complete the "Become a Supplier" Form from Purchasing you will not need to fill that out again (should you come to Penn State again) as you will remain in the system.