INSTRUCTIONS FOR
PERFORMANCE AGREEMENT

The Performance Agreement should be used for any performance (vocal, instrumental, musical, comedy, dramatic, dance or similar activity) to be provided to the University of Missouri-St. Louis. Below are the instructions for completing the form.

1. Prepare three (3) copies of the Performance Agreement.

2. Complete all blanks on page 1 and 2 of the Agreement.

3. All copies of the agreement should be sent to the Performer/Artist for signature and the social security number or Federal I.D.

4. Information regarding non-resident status must be completed on page 2.

5. The University is required to deduct and withhold 2% state income tax from payments to performers/artists who are not residents of Missouri or that do not have a permanent place of business in Missouri for any vocal, instrumental, musical, comedy, dramatic, dance or other similar performance conducted in Missouri before a live audience.

6. All copies should be returned to your office at which time the unit manager (or whomever is designated) should sign for the department on page 2 identified as “Department Approval.”

7. The three (3) copies of the agreement should be sent to Business Services, 209 Woods Hall for execution by the University.

8. Business Services will return two (2) copies of the agreement to the department.

9. The department will forward an executed Agreement to the performer and retain one (1) copy for the file.

10. To process payment for services, a voucher should be submitted with a copy of the agreement attached.

REMEMBER: Checks are issued once a week (normally on Tuesday) from the Columbia Campus. You will need to plan in advance if the check is to be presented at the time of event.