

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.