**Instructions for Processing the Invoice Payment Form**

* International Guest? Find out what type of visa your guest has, then contact Lisa!
* I will need a copy of a flyer or email announcement to attach to the payment paperwork.
* Ask your guest if they have a FEIN # . If they do, then they are considered a business. They would need to provide an updated W9 and just an invoice. Then we can get them paid.
* If not, then you will need to complete the Invoice Payment Form and Decision Tree.
* On the first page of the Invoice Payment Form you need to enter in the name and address. Then in the description box you would use the pull-down arrow and select guest lecturer. Then in the box, you will need to enter in the following info name of guest and event info. There is a place to add on the date and amount you would like to pay them. **Print this form**. I will need to complete the signature and the funding info.
* Then, in the fourth paragraph on the top of the Invoice Payment Form in blue lettering in a link titled **Independent Contractor Tree. Click this.**
* It will take you to the Decision Tree questionnaire. You will need to complete this questionnaire and then **print** it out. I have attached a copy of what the form looks like and how we answer it for a general guest. The last sentence is the key. It should state that you may proceed with payment with the proper invoice. Please be sure to print out this form. (Which is the first page of this two-step process.)
* Send all the documents together to me in one email, please.