

INVITATION FOR VISITORS ENGAGED IN ACADEMIC ACTIVITIES AND RECITALS

TO:

FROM: Department of Music, University of Delaware

FACULTY CONTACT:

SUBJECT: Your visit beginning _____ and ending _____

DATE:

The Department of Music at the University of Delaware is delighted that you will be bringing your talent and experience to share with our students during this academic year. We are looking forward to your visit.

In order to pay you or reimburse you for expenses related to your visit the university requires that you fill out our online W-9 that can be found at: https://udapps.nss.udel.edu/w9_vendorReg/

This form will require that you set up a direct deposit for your fee or reimbursement. Payments are typically made the first business day after the engagement as long as all paperwork has been filled out at least 2 weeks prior to the event.

Should you have any questions about payment or reimbursement please contact:

Tamara Lyn Smith

Business Administrator

University of Delaware Department of Music

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