



LE GRAND BAL 2022 ENTRY FORMS

Non-Employee



LAMAR UNIVERSITY



ARTWORK AUCTION ENTRY FORM: Le GRAND BAL 2022
Please Print

Date Received: _____ **Date Returned:** _____ **Initials:** _____

NAME: _____ **LU/SSN#:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL: _____ **BEST PHONE:** _____

Please Check 1: Student (S) Faculty (F) Alumni (A) Friend (FR)

1. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal # (office use only):** _____

Fair Market Value: \$ _____ **Condition:** _____

Presale Buy It Now Price: \$ _____ (presales close the day before the auction)

2. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal # (office use only):** _____

Fair Market Value: \$ _____ **Condition:** _____

Presale Buy It Now Price: \$ _____ (presales close the day before the auction)

3. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal # (office use only):** _____

Fair Market Value: \$ _____ **Condition:** _____

Presale Buy It Now Price: \$ _____ (presales close the day before the auction)

Please note: All unsold works not claimed within 14 days of the auction become property of the Department of Art & Design. The Art Department of Art & Design is not responsible for the artwork.

Le Grand Bal Art Auction Signature Sheet

Your Entry Is Not Complete Until Signature Sheet Is Signed.

Your signature below constitutes agreement to the following terms:

Participating artists will receive 40% of the final bid price on artworks. The remaining 60% will be retained by the College of Fine Arts and Communication for student scholarships.

All artworks submitted to the Silent Auction of Le Grand Bal are auction items benefitting student scholarships in the Department of Art & Design, College of Fine Arts and Communication, Lamar University. Any artworks bid on, but not paid for, will be returned to the artist within one month of Le Grand Bal. Any artworks unclaimed by the artist within two weeks of the Silent Auction (if unsold) or two weeks after notification of non-payment by a bidder, will become property of the Department of Art & Design.

Chair, Department of Art & Design

Artist Signature

Date

Date

Students/Artists Who Have Never Worked for Lamar in Any Way
Information for Determining Employee/Contractor Status

_____ Date _____

Worker's Name: _____ Worker's LU# _____

Proposed Date of Service: _____

Services to be Rendered: Artwork for Friends of the Art Le Grand Bal Silent Auction 2022

Yes No

- X This worker has been an employee of Lamar for the past 12 months.
- X This worker will have a Purchase Order processed for payment of these services.
- X This worker provides similar services to the public.
- X This worker represents to the public that he is in the business of providing similar services to the public.
- X This worker is required to provide all the required tools, materials, and supplies necessary to complete the work.
- X This worker is paid on a "per job" basis. The time necessary to complete the work does not affect the worker's remuneration.
- X All expenses associated with the performance of these services, including travel and meals are borne by this worker.
- X This worker may hire and supervise others to assist in completion of the work. The decision to hire is solely in the control of the worker.
- X Assistants hired by this worker are subject to review by the University.
- X Any compensation paid to assistants is borne by this worker and in no way affects the agreed upon remuneration.
- X Where services are required to be performed on the University's property, the University may require that services be performed within certain hours, but cannot require that this worker be present at any specific time during those hours.
- X Lamar does have the right to control the services performed.
- X This worker is required to perform the services personally.
- X Lamar does train the worker.
- X This worker does report to a Lamar employee.
- X This worker may be discharged at any time without Lamar incurring liability.
- X This worker may quit at any time without incurring liability.
- X The service provided by this worker shall be performed for the time period covered in this worker's contract. Neither this worker nor the University has the right or obligation to provide or receive services for any period beyond that covered by the contract.

Office use only:

Completed by: _____ LU Phone: _____ LU P.O. Box: _____

Payment Information: Hourly Salary Lump Sum Other-Describe: _____

Pay as: Employee Contractor

Reviewed by: _____ Date: _____

Human Resources

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
							-		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

New Vendor Information

Lamar University requires a Purchase Order for purchases. All Purchase Orders will be electronically mailed or faxed. **INVOICES MAY BE SENT TO: AccountsPayable@lamar.edu.**

The following information is required in order to accurately process a Purchase Order or remit Payment.

Please complete and return this New Vendor Information form along with the attached IRS W-9 form.

Company Name: _____
Employer Identification Number(EIN): _____
Owner's Name if not Incorporated: _____
Sole Proprietors: Owner's Social Security Number: _____
Partnership:
 Partner 1 Name and Social Security Number/FEI: _____

 Partner 2 Name and Social Security Number/FEI: _____

Order from Address: _____
City, State and Zip Code: _____
Remit to Address: _____
City, State and Zip Code: _____
Telephone Number : _____
Vendor Contact and Title: _____
Contact Telephone Number: _____
Fax Number: _____
Contact Email Address: _____
If Texas Corporation Charter Number: _____
If Professional Association Charter Number: _____
If Limited Partnership File Number: _____
If a Texas Certified HUB Vendor Certification Number: _____
HUB Classification: _____