



THE UNIVERSITY OF VERMONT
GRADUATE STUDENT SENATE

Inviting a Speaker/Performer

1. Fill up a W-9 form for US citizen. Email the completed form to Matt.Spindler@uvm.edu, cc treasurer of GSS (aayudh.das@uvm.edu). For non-US citizens please fill up W-8BEN.
2. [Online Employee vs. Independent Contractor Form](#). Example form is given, please go through once before you start filling up. This form requires a signature from the Graduate College Dean.
3. Please fill speaker engagement letter if the payment is more than \$1,000.

**Please start processing all the forms at least 2 weeks before the event.*