

Guest Artist Request and Payment Form

GUEST ARTIST INFORMATION - Complete all applicable areas. Incomplete forms will be returned to originator.

PAY	EE (Gue	est A	Artis	t) _														
Mailing Address Apt Address											City								
Province				Postal Code										Email	Cell Phone				
Soci	al Iı	าsur	anc	e N	umb	oer_									GST Registration	# (if applicable)			
															transfer on following page. Di banking details on following p				que.
REC	QUE	STI	ED E	3Y											Today's dat	e			
Requested by																	FEE	<u>2026</u>	\$541. \$563.
Indi	cate	e if a	anot	her	am	oun	t \$ _				E	plai	n _						
														Date of	Visit Time of Visit				
Arti	st's	Ехр	ertis	se _															
Artist's Expertise Where Work Performed On Campus room : Teams/Zoom/Video Prov/State/Country:																			
Audience Other, specify																			
Course mnemonic, number & section Faculty or Program																			
*If €	ever	nt is	out	side	of	urr	iculı	um,	roo	m b	ook	ing	is re	quired, inclu	iding lunchtime and eve	ning talks. Email <u>ı</u>	roombookir	gs@ecı	uad.ca
Ve	ndo	r#										AF	у Тур	pe 01	60 T4A-NR T4A-NRU V#				
Inν	oice	e #										In	voic	e Date					
				G	L AC	COU	JNT	COI	DE						BRIEF DESCRIPTION NUM 24 CHARACTERS	AMOUNT Income Tax Info T4AFS T4AD00			
1	0	0	0							8	7	4	0						
1	0	0	0	0	0	0	0	0	0	2	1	1	5	Less 15% withholding tax					
Total																			
API	PRC	VA	LS																
Recorded by Approving Dept															Department Approval				
Financial Services Approval															VP Finance Approval				

- **Step 1:** A Guest Artist Request and Payment form must be submitted by the staff/faculty member making the request at least TWO WEEKS PRIOR to the date of visit. Submit fully completed form to your department Admin Assistant.
- **Step 2**: Confirm with the guest once request is approved by Department (Admin Asst).
- **Step 3**: If event is outside of curriculum, room booking is required. This includes lunchtime and evening talks. To request, email roombookings@ecuad.ca.
- **Step 4**: Follow further instruction on back of form.



IMPORTANT INSTRUCTIONS - Guest Artist Request and Payment Form

Direct Deposit Information

Your payment will be deposited directly into your **BANK ACCOUNT**. You **MUST** provide either: A **VOID CHEQUE** or download a **DIRECT DEPOSIT and PRE-AUTHORIZED DEBIT (PAD) FORM FROM YOUR BANK** that clearly shows your Bank ID (Institution Code), Transit ID Code and complete Bank Account number.

REQUIRED Attach Void Cheque, or Enclose PAD Form from Bank

Wire Transfer Banking Details – for International Payments	Date:
Payee Name:	Bank Name:
Payee Address:	Bank Address:
Swift Code or BIC Code: SWIFT required for all international wire transfers	Account Number or IBAN Number: IBAN for most European Banks
CLABE Number: CLABE for Mexican Banks only	IFSC Number: IFSC for Indian banks only

Emily Carr University wire fees will be charged back to the requesting department. Some receiving and intermediary banks also charge wire and/or exchange rate fees which could be deducted from the amount received by the payee/vendor. Receiving/intermediary bank fees are the sole responsibility of the payee/vendor.

Personal information on this form is collected for the purpose of electronically transferring funds to your financial institution. Personal information collected will be used and disclosed in compliance with the BC Freedom of Information and Protection of Privacy Act.

USA guests receive a US dollar cheque, drawn on a US bank and mailed to home address. Cdn amount is converted to USD on date of visit.

Tax receipts are issued for all guest artists/visitors. All non-residents of Canada, 15% tax is withheld and submitted to the CRA unless a waiver is received from Canada Revenue Agency no less than 30 days prior to visit. It is the responsibility of the guest to obtain the waiver.

Guest Artist Request and Payment Form relating to the University's fiscal year end (March 31) must be submitted to Financial Services by/before the First Friday in April. Please refer to Policy Number 7.1 and 7.11; for complete details.

Completion of the Guest Artist Request and Payment Form. INCOMPLETE FORMS WILL BE RETURNED TO ORIGINATOR.

- 1. PAYEE Type or print clearly the name of the guest artist.
- 2. MAILING ADDRESS Enter the full current mailing address of the Payee; Apartment, Address, City, Province, Postal Code.
- 3. EMAIL Enter the current email address of the Payee.
- 4. Cell Phone Number Enter current phone number including area code and country code if required.
- 5. SOCIAL INSURANCE NUMBER Enter the social insurance number of the Payee. Not required for returning guest/visitor.
- 6. GST REGISTRATION NUMBER Enter the social insurance number of the Payee, if applicable.
- 7. * Canadian residents must complete banking information to pay by electronic funds transfer. Disregard if paid by EFT previously, unless bank account information has changed. International payments paid by WIRE Transfer, except USA, will require banking details, please complete wire transfer banking information on for each visit. USA guests receive a US cheque.
- 8. Today's Date Enter today's date
- 9. REQUESTED By Enter your full name (type or print clearly)
- 10. FEE The professional artists' fee is set by CARFAC (Canadian Artists Representation Collective) and updated annually. CARFAC serves at the national voice of Canada's professional visual artists. www.carfac.ca
- 11. INDICATE IF ANOTHER DOLLAR AMOUNT Speak to Academic Affairs Admin Assistant for presentations or consultations over four hours.
- 12. EXPLAIN Explain the reason for other amount requested.
- 13. ARTIST'S NAME Type or print full name clearly.
- 14. DATE OF VISIT Enter the date of when work is to be performed.
- 15. TIME OF VISIT Enter the time the visit is to take place. **If event is outside of curriculum, you will need a room booking. This includes lunchtime and evening talks. Email roombookings@ecuad.ca.
- 16. Artist's Expertise A brief description, listing professional experience.
- 17. LOCATION WHERE WORK WILL BE PERFORMED Check the appropriate box where work is performed. Fill in the blanks if required.
- 18. AUDIENCE Describe the audience, i.e. students in a class, all of ECU, faculty only, staff only, for public and ECU, etc.
- 19. Other, Specify Complete if not tied to a course, was it a lecture, presentation, artist talk, etc.
- 20. Course Mnemonic, Number & Section Complete if this is tied to a course.
- 21. FACULTY OR PROGRAM Enter the Faculty or program is this for or organized by.
- 22. Note: Electronic Funds Transfer for Canadian Bank Accounts Payments made to a Canadian bank complete the direct deposit banking information. If they were a guest before and completed an EFT application, there is no need to complete it again.
- 23. Note: Wire Transfer Banking Details If artist is International, complete each section if applicable for payment by wire transfer. A bank fee is charged to the guest in most cases. It must be completed each time a visit is made.
- 24. Note: USA payments USA guest payments made by cheque in US dollars, drawn on a US bank account and mailed.