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í X Complete the Lecture Agreement Routing Form. An incomplete or incorrect routing form will delay payments to lecturers, as follow-up will be required with the department contact person. Attach any documentation that support your answers, as indicated.

î X Using OwlPay I Web (see), determine if the lecturer is already in the system or whether a new vendor record (for foreign nationals) should be completed.

ï X Complete the Lecture Agreement. Please note the following:

- x The lecturer name is the legal name of the vendor. This is the name on the vendor's Social Security Number (SSN) or Tax Identification Number (TIN) submitted by the vendor.
- x KSU's International Tax Specialist must review agreements for foreign nationals. See the International Tax Specialist at [internationaltax@kennesaw.edu](mailto:internationaltax@kennesaw.edu). Agreements with foreign nationals are not valid without approval from the International Tax Specialist.
- x Contact Information: v μ u ] š š ] v P % E Ç ψ v š.

ld be compensated outside of the expenses specified on the KSU Travel Expense Rider. If the bill does not reference a KSU department contact, then the Office

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Name of Lecturer \_\_\_\_\_ KSU Contact: \_\_\_\_\_  
Title of Lecture: \_\_\_\_\_ KSU Contact Email: \_\_\_\_\_  
Date Lecture Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Is the Lecturer..? (Select Yes No)

An active vendor in the OwlPay I W CE } System? Yes No  
If no, Lecturer must submit a signed ^ μ %o %o o ] CE μ š Z } CE ] ì š ] } v | Z P ] • š CE š ] } v or W-8BEN ignedignedigned \ ... f£À €

This Agreement between

("Lecturer

The parties agree that the terms and conditions prevail over the terms of any other document relating to and a part of the agreement.

**PAYMENT AND COMPENSATION** KSU will pay Lecturer's fee as indicated in the Fees and Payment Schedule of this agreement. Payment of the fee cannot be made until Lecturer completes the Supplier Authorization/Registration Form or Form W-8BEN.

**CANCELLATION** KSU reserves the right to cancel this Agreement without obligation upon notice to Lecturer thirty (30) days in advance of the date. In the event of KSU's cancellation, the deposit payment (if any) shall be returned promptly.

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