

**UNIVERSITY of WISCONSIN at MADISON**  
Associated Students of Madison, Budget Office  
512 Memorial Union, 800 Langdon Street, Madison, WI 53706  
phone: 608.265.2272 fax: 866.201.4525 (toll-free) web: <http://www.asm.wisc.edu>

**DATE:** 6/28/2004

**TO:**

**FROM:** Your Name here,

**RE:** Payment for performance at University of Wisconsin at Madison

**NO. OF PAGES INCLUDING COVER PAGE:**

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Dear \_\_\_\_\_:

Please find attached a contract for Associated Students of Madison (ASM) support for your services provided at "Name of Event," to be held "Date" at the University of Wisconsin.

Please complete the contract where specified, by the check marks  starting with #10. Please initial the bottom of the second page, sign the artist signature box on page 3 and return the completed contract to me as soon as possible to expedite your payment. Please do not sign the University of Wisconsin portion of the contract. You can mail or fax the contract to me. Please keep a copy for your own records.

If compensation is over \$3,200.00, a 6% entertainment tax will automatically be deducted by the State of Wisconsin.

Please note that if you are a non-resident alien, there may be tax withheld on your payment. Feel free to contact me for additional information because there are cases where you may be exempt from these withholding taxes if you submit the appropriate tax forms.

There may be multiple University sources paying different expenses. The department contact person on this contract can only address questions related to payments by ASM. The total amount listed on the contract is the amount of the check that you will receive. You may receive additional funding support not listed on this contract, if ASM or other organizations pay vendors directly for your expenses.

You will receive your payment at the end of the event if you return a completed contract to me at least three weeks prior to the event date. Otherwise, you will receive your payment by US mail about two to three weeks after we receive your completed contract. If you do not receive your payment by that time, please contact me by e-mail or phone.

Sincerely,

Signature

Your Name  
Email