

Policy on Cig Art Artist Check Distribution and Required Paperwork

Purpose

This policy establishes procedures for Cig Art artists to receive payment and ensures that all required documentation is submitted in a timely and consistent manner.

Policy

1. Required Paperwork

- All Cig Art artists must complete and submit the following prior to receiving payment:
 - Signed Artist Agreement/Contract (if not already on file)
 - Completed W-9 Form (if not already on file)

2. Check Distribution

- Artist checks will not be released until all required paperwork has been submitted and verified.
- Checks may be:
 - Picked up in person at City of Bisbee City Hall located at 118 Arizona Street, Bisbee, AZ during regular business hours (valid photo identification required).
 - Mailed to artists who reside outside of Bisbee, provided that all required paperwork has been received. Mailing will be to the address on file with the city.
 - Artists are responsible for notifying the city immediately if their address changes. The city will not be held responsible for delays or lost checks due to outdated or incorrect addresses provided by the artist.
 - Checks must be cashed within 60 days of issuance. Any uncashed checks after this period will revert back to the Bisbee Arts Commission

3. Deadlines

- Failure to submit paperwork by the deadline may delay payment.

4. Alternative Arrangements

- If an artist is unable to pick up their check-in person, they may provide written authorization for another individual to do so on their behalf. That individual must present valid photo identification and the written authorization at the time of pick-up.

5. Compliance

- Artists who do not comply with the paperwork and check distribution process may be ineligible for participation in future Cig Art events.

Adopted Date by the Bisbee Arts Commission: October 20, 2025

Approved Date by Mayor and Council: November 4, 2025