Definitions:
I/C: Independent Contractor
DBA: Doing Business As

Note:
I/C form is Dept. and fiscal year specific. Required payment method is check or direct deposit.

Is the vendor an individual, corporation, or DBA?
- Corporation → End – See Purchasing for vendor setup
- Individual or DBA
  Is the I/C a US Citizen?
    - Yes
      - See Payroll for additional requirements
    - No
      - I/C must complete W8-BEN (in lieu of Vendor Form) and send to Purchasing

Is the vendor set up in Banner?
- No
  - I/C Checklist and Vendor Form (or W8-BEN if foreign vendor)
- Yes
  - Dept. sends completed I/C checklist to HR

HR checks I/C status - approved as I/C?
- No
  - End – see HR for employee
- Yes
  - HR send approved form back to Dept.
  - Dept. completes Standard Services Agreement as appropriate

Dept. sends copy of approved I/C checklist and Vendor Form or W8-BEN to Purchasing if not in Banner

Purchasing sets up I/C as Vendor

Purchasing contacts Requestor with Vendor ID number

Is this paid by a grant?
- Yes
  - See “I/C Flowchart for Grants”
- No
  - Dept. processes payment request as appropriate per University policy

Standard Services Agreements:
Refer to the “Forms, Policies, and Procedures” page on the University website for instructions and templates for the Standard Services Agreement short form and long form. (Events for no more than $1000 for a single appearance or $5000 over the course of an academic year may not need a Standard Services Agreement)

The I/C Checklist does not replace the Standard Services Agreement.

The originating Department retains the Standard Services Agreement and the approved original I/C checklist for audit purposes, and per University retention policy. Do not send to Accounts Payable. Purchasing will only need a copy if a Purchase Order is required.