

**Pittsburg State University**  
**Independent Contractor/Consultant Certification & Request to Pay Worksheet**  
(Revised August 23, 2011)

**IMPORTANT:** This form should be completed and submitted to the PSU Business Office a minimum of **10 working days** prior to the date when the individual first performs services for PSU by the individual. This will provide time for the request to pay as an independent contractor/consultant to be reviewed and approved before services are rendered. If there are **5 working days or less** before services are first rendered, the department should appoint the individual as an employee to ensure that appropriate paperwork is completed in a timely manner.

Information on the form will be reviewed and a determination will be made whether the individual who performs personal services for the University is an **employee** or an **independent contractor/consultant**. The individual providing the services completes Section I. The department completes Section II. The completed form is sent to the Business Office, 110 Russ Hall along with a W-9, DPR, and any other necessary documentation.

If the individual is determined to be an **employee**, the paperwork will be returned to the department, and the department must process an electronic appointment in GUS to pay the individual through the payroll process. Individuals paid through payroll will be required to completed additional paperwork before they can be paid. Detailed information on payment procedures is found on the HRS Web site. To access from the HRS home page, access "Payroll Information" then "Payment for Personal Services to Employees and Independent Contractors/Consultants."

Contact the Business Office @ x. 4150 or HRS @ x 4188 for assistance.

**Section I – Independent Contractor/Consultant Certification** (To be completed by the Individual performing services)

1. Individual's Name (please print): \_\_\_\_\_
2. SS# or Taxpayer ID#: \_\_\_\_\_ Phone or Email: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Citizenship Status (check one):  
 U.S. Citizen  
 Resident Alien (Attach copy of Alien Registration Card/Green Card)  
 Nonresident Alien (NRA): Visa Type: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**IMPORTANT NOTE FOR NONRESIDENT ALIENS (NRA):** If you are a NRA, attach a copy of your Visa, I-20, & Social Security Card, and a completed W-8 BEN. Your tax status will be reviewed, and you will be notified if a Form 8233 is needed. If an 8233 is needed, there is a minimum processing time of three (3) weeks before payment may be made.

5. Describe the services to be provided. Attach a separate sheet if needed. **This does NOT replace a contract or invoice billing for services.**
  
6. Dates the services will be provided: \_\_\_\_\_ Total fee for these services: \_\_\_\_\_
7. Where will the services be provided? \_\_\_\_\_
8. Have you worked as an employee of PSU or a Regents institution at any time during the last 12 months? Yes No  
*If Yes, provide details (job title, responsibilities, employer, etc.)*
9. At any time in the prior 12 months, did you have an appointment at PSU and provide the same or similar services in that appointment? Yes No
10. Do you offer the same service to other clients as part of a trade or business? Yes No
11. Will you realize a profit (or loss) from the work? Yes No

\_\_\_\_\_  
Independent Contractor/Consultant's Signature

\_\_\_\_\_  
Date

**Section II – Employee or Independent Contractor Worksheet** *(To be completed by the Department)*

1. Relationship to PSU
  - a. Does PSU expect to hire the individual as an employee immediately following completion of these services? Yes    No
  - b. Does PSU pay others who perform essentially the same or similar services as employees? Yes    No
  
2. Behavioral Control (Instruction & Training)
  - a. Will a current PSU employee instruct the individual on how to do the work, rather than rely on the individual's expertise? Yes    No
  - b. Will PSU supply the individual with the necessary tools, materials, and equipment to perform the service? Yes    No
  - c. Will PSU provide personnel to help perform the service? Yes    No
  - d. Will PSU provide the training (initial, periodic, and/or on-going) to the individual on the procedures to follow to perform the service? Yes    No
  
3. Financial Control
  - a. Will PSU reimburse the individual for out-of-pocket expenses? Yes    No
  - b. Will the individual receive a payment at regular intervals? Yes    No  
If yes, what interval? \_\_\_\_\_
  - c. Is the payment to the individual based on an hourly, daily or weekly basis? Yes    No
  - d. Will the individual receive a flat fee or payment on a periodic basis? Yes    No
  - g. Does PSU have the right to withhold payment if it determines the work is unsatisfactory? Yes    No
  
4. Relationship between the Parties
  - a. Is there a written agreement between the individual and PSU describing the scope of the project and the expected outcome, the time frame for performance, and payment for the project? *If Yes, attach a copy of the agreement.* Yes    No
  - b. Is the work performed by the individual part of the regular business of the university? Yes    No
  - c. Will the individual perform the services on a continuing basis as part of the department's ongoing operations? Yes    No
  
5. Instruction Lecturer *(Complete only if applicable)*
  - a. Is the individual a guest lecturer who will conduct only a few sessions of a class and is not otherwise working at PSU in a different capacity? Yes    No
  - b. Will the individual affect the grade or certification the student receives? Yes    No
  - c. Is the individual responsible for administering the course (i.e. selecting course materials; establishing course objectives, preparing and grading tests; etc.)? Yes    No
  - d. Is the course offered by PSU for credit? Yes    No
  - e. Is the course a degree prerequisite? Yes    No

\_\_\_\_\_  
Name of PSU Employee completing Section II

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

*Send the completed form to the Business Office, 110 Russ Hall. If the individual is a nonresident alien, attach a copy of the individual's Visa, I-20, Social Security Card and W-8 BEN. **NOTE: This Worksheet does not replace a (1) contract or invoice/billing for services; or (2) Form W-9. If the payment is approved as an Independent Contractor/Consultant, the contract or invoice/billing for services and Form W-9 are required to process payment.***

**Business Office or HRS Use Only** *(Return forms to Department if individual must be paid through payroll)*

Individual is performing services as: \_\_\_\_\_ Employee (Department processes payment through payroll.)  
 \_\_\_\_\_ Independent Contractor/Consultant (Department processes payment through the DPR process.)

\_\_\_\_\_  
Business Office or HRS Representative

\_\_\_\_\_  
Date