



INDEPENDENT CONTRACTOR REQUEST FOR PAYMENT

Full Legal Name (as it appears on Social Security Card) (Please Print) Social Security Number (Required)

Street Address City, State, Zip Phone Number

For Services provided to Utah Valley University in the amount of: \$

Date of Service as (Describe Services)

I understand that I am not eligible for any employee benefits and that no Federal or State income tax will be withheld nor FICA tax paid by the college. It is my responsibility to report these earnings on my income tax returns. I consider myself an independent contractor and not an employee of UVU.

IRS Form W-9 Certification:

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Independent Contractor Signature Date

Before services are performed, the department has reviewed and answered the Classification Criteria on the back of this form. The majority of the responses support independent contractor status and any "yes" answers are adequately explained. Department supervisor certifies that the services shown above were satisfactorily performed, that the charge is fair and reasonable and that funds are available for payment from the index as shown below.

Banner Index:

Approvals

Supervisor Second Level Supervisor (if amount is \$1,000.00 or more)

Payroll Business Office

Departments, please make a copy for your records.

EMPLOYEE VERSUS INDEPENDENT CONTRACTOR  
CLASSIFICATION CRITERIA

An independent contractor is an individual (or non-corporate business entity) that provides personal services to the University in such a manner as to be free from University control over performance. Typically, the independent contractor has a principal place of business other than the University, has a business license, and offers services to the general public. External consultants are independent contractors who provide professional advice.

The following is some of the criteria used by the Internal Revenue Service to classify individuals as either independent contractors or employees.

Please answer all of the following (Yes or No)

*A YES answer to ANY of the questions must be fully explained.*

Yes/No      Is the proposed independent contractor presently or formerly affiliated with UVU  
(as an employee, student or independent contractor)?

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Yes/No      Is the proposed independent contractor an employee at another organization?

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Yes/No      Are the services to be provided comparable to those performed by other UVU employees?

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Yes/No      Will the contractor supervise any UVU employees?

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Yes/No      Will the contractor receive detailed supervision by any UVU employees?

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Yes/No      Will the contractor be assigned UVU office space and/or require UVU administrative services?

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Yes/No      Will additional services of this contractor be required after completion of this Contract?

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