

INDEPENDENT CONTRACTOR PROCESSING CHECKLIST

(Optional for Department Information/ Assistance Only)

NOTE: IF YOUR CONTRACTOR IS NOT A U.S. CITIZEN PLEASE CONTACT THE ACCOUNTS PAYABLE (6-3434), FEDERAL PAPERWORK MUST BE COMPLETED IN ADDITION TO THAT LISTED BELOW AND THE TIMING IS IMPORTANT.

- Please review [BSU Policy 6150 Independent Contractor Services](#), to better understand what defines an independent contractor and whether the person you want to contract with qualifies as an employee or an independent contractor. Additional information can be found on the Accounts Payable web site <http://www.boisestate.edu/finad/accountspayable/>
- **DO NOT USE YOUR PCARD TO PAY INDEPENDENT CONTRACTORS. IT IS AGAINST UNIVERSITY POLICY BECAUSE ALL INDEPENDENT CONTRACTORS EARNINGS MUST BE REPORTED TO THE IRS.**
 - A Vendor Information form (W-9)** must be completed by contractor and an acceptable original on file in Accounts Payable.
 - Prior to contractor commencing work, submit the Independent Contractor Status Form to Accounts Payable for approval. (Required for ALL independent contractors regardless of amount paid.)**
An Independent Contractor Status Form must be filed for ALL potential independent contractors regardless of the amount of money paid for their services.
NOTE: If you pay someone as an independent contractor who should be an employee, you can be held responsible to the IRS for back wages, taxes, penalties, fines, and interest.
 - Under \$600 payment for services:**
If total cost of services is less than \$600 (cumulative within one year), the forms required are (1) the Independent Contractor Status Form and (2) the Statement of Services Rendered form. A Contract for Services is not required.
 - Over \$600 payment for services:**
If services are \$600 or more (cumulative within one year), the forms required are (1) the Independent Contractor Status Form, (2) EITHER the Statement of Services Rendered form OR an original invoice from the contractor, **AND** (3) the Contract for Services.
NOTE: Before contractor commences work, complete the Contract for Services and obtain the ** "authorizing signature"
- **TO PROCESS PAYMENTS FOR SERVICES:**
Complete the Payment Request form and follow the instructions:
 - for payments under \$600 (cumulative within one year) submit with the signed * Statement of Services Rendered form;
 - for payments over \$600 (cumulative within one year) submit with the signed * Statement of Services Rendered form (OR vendor's original invoice) and a copy (not your original) of the Contract for Services (for each payment processed against the contract).

(All forms are available on the University Forms and Documents web site located at <http://finad.boisestate.edu/univforms.asp#resulttable>)

* The signed SSR must be signed and dated ON (or after) the final date service(s) rendered per Idaho Statute 67-2017

** The "authorizing signature" is a University official delegated signing authority by the VPFA. If you have not specifically been delegated authority to sign contractors for the University, please check with the VPFA's office (6-1200), your director, or dean to see who should sign as the "authorizing signature". If the funds are from a grant, the Office of Research Administration (ORA) must approve the Contract for Services.

Form Descriptions

- **Vendor Information Form (Substitute W-9)** – The ORIGINAL must be on file with Accounts Payable.
- **Independent Contractor Status form** - This form is required for ALL independent contractors regardless of the amount of money paid for their service. It enables us to determine eligibility as an independent contractor. ACCOUNTS PAYABLE (AP) must approve this status PRIOR TO commencement of services by the contractor. You can fax it to AP at 6-4460, once approved, a copy will be faxed back to the department and the individual's name is entered into the independent contractor database. This approval is good for one year. If it is not approved, you will be notified as to your options.
- **Contract for Services** - This is to be completed by the contracting department and the contractor. **BE SURE TO READ THE SMALL PRINT.** If you fill the contract out incorrectly, it will not be a valid contract. You must obtain ** "authorizing signature" (see above). **If the contract charges GRANT funds you must have it signed by Office of Research Administration (ORA).**
- **Statement of Services Rendered** - **AFTER** completion of contracted services, this form is required for payments under \$600 (cumulative within one year). This form is optional for payments over \$600 if an original vendor invoice is provided, for contractors receiving \$600 or more (cumulative within one year).