

# University of Kansas Center for Research, Inc.

## Contractual Services Form

### Instructions:

This form may be used to pay an individual (Supplier) who is to be paid a fee for a guest lecture, editing, proofreading, student performance, participation or general labor services, not exceeding \$5,000.00. Other payments must be supported by a written contract, which has been reviewed and approved by KUCR, prior to the performance of services.

Payments must be paid as a single sum directly to the Supplier. This payment includes all agreed upon amounts for fees, and reimbursement of travel, lodging, meals, and other related expenses. Direct payment to travel agencies and lodging establishments on the Supplier's behalf are allowed.

Please complete the contractor decision tree form first (2nd page). Only complete the front if results indicate the Supplier is not treated as an employee. Please make sure the contractor decision form is attached to the contractual services form.

Note: No high school students may be hired as an independent contractor. If the person is under 18, contact KU Human Resources (864-4946) for guidance regarding employment for those under 18.

### Supplier Information

Name

FITC Supplier ID Number

Address (on [Form W-9](#))

Remit (if different from above)

### Purpose of Payment

Amount to Pay

Date(s) Service Provided

### Certification and Authorization for Payment

Cost Center

Fund

CF1

Project

I certify the services described in the supplier's invoice or supporting documentation, have been satisfactorily performed, and payment is to be made from the funding shown above.

Authorized by

Signature

Date

# INDEPENDENT CONTRACTOR DECISION TREE

This part is completed by department personnel only				
	Yes	No		
1. Is the individual a high school student or under 18 years of age? <b>If answer is "yes", stop. Contact Human Resources (864-4946) for guidance.</b>				
2. Does the individual currently work for any campus of the University of Kansas? <b>If answer is "yes", treat as employee.</b>				
Note: If services provided by the individual are that of a teacher, lecturer, or instructor, continue with Part III now, otherwise, complete Part II				
	Yes	No		
1. Will the department provide the individual with specific instruction regarding performance of the required work rather than rely on the individual's expertise?				
2. Will the department provide tools, supplies, additional labor, and space to perform the work?				
If the answer to both questions 1 and 2 is "yes", then treat as an employee. Otherwise continue to question 3.				
3. Will the individual perform the services on a continuing basis as part of the department's ongoing operations? <b>If answer is "yes", treat as employee.</b>				
4. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business? <b>If answer is "yes", treat as independent contractor. If answer is "no", treat as an employee.</b>				
Part III—Teachers, Lectures, & Instructors				
	Yes	No		
1. Is the individual a "guest lecturer" (e.g. an individual who lectures only a class sessions)? <b>If answer is "yes", treat as independent contractor. If answer is "no", go to question #2.</b>				
2. Is the individual teaching courses for which students receive credit toward a University degree? <b>If answer is "yes", treat as independent contractor. If answer is "no", go to question #3.</b>				
3. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business?				
4. In performing instruction duties, will the individual primarily use course materials that are created by or selected by the individual?				
<b>If the answer to both questions 3 and 4 is "yes", then treat as an independent contractor and complete part IV. Otherwise, treat as an employee.</b>				
Part IV—Must Be Completed for All Independent Contractors				
	Yes	No	Visa type (F1, J1, etc.)	Country of residence
1. Is the individual a foreign national? <b>If "yes," provide visa type &amp; country of residence &amp; continue to question 2. If "no", return to front of form and continue.</b>				
2. Does the individual have an alien registration card ("green card")? <b>If "yes", attach a copy. If "no", taxes may be withheld from payment at the rate of 35%. Individuals may certify a claim for tax treaty exemption from withholding by attaching a completed form 8233—Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual.</b>				
3. When Part IV is complete, return to front of form and continue.				