**How to pay an ASUCD Independent Contractor:**

* If you are hiring someone as an ASUCD Independent Contractor you will need to go to the ASUCD Student Services Office to get an “ASUCD Independent Contractor Agreement Form”.
* You should fill out all the information required on the top half of the form.
* The bottom left portion should be completed by the Independent Contractor.
* Once the form has been completed the ASUCD Activity Director needs to sign, as well as the ASUCD Business Manager.
* You will then need to turn in the completed “ASUCD Independent Contractor Agreement Form” to Paula in the ASUCD Student Services Office.
* You will also need to turn in an “ASUCD Independent Contract Payroll Form” in order to have a payment processed for the contractor.
* Once payment has been requested an ASUCD Independent Contractor check will be issued to the contractor and can be picked up by the Contractor with picture identification at the ASUCD Student Services Front Desk.

*\*All ASUCD Independent Contractors must have either a Social Security Number or Federal Employer Identification Number (FEIN) or (EIN) on the “ASUCD Independent Contractor Agreement Form”.*