**HOW TO PAY SOMEONE ON INDEPENDENT CONTRACT FOR SERVICES**

Fill out the “ASUCD Independent Contractor Agreement Form” (see attached example)

1. Unit Name.
2. Contractors name.
3. Date agreement starts and ends.
4. Describe the services that the contractor will be providing.
5. Amount the contractor will be paid: onetime amount, hourly rate or commission.
6. Contractor’s Social Security Number
7. Is Contractor a US Citizen?
8. Permanent Address: (If using a PO Box they must include a physical address as well.)
9. Phone Number.
10. Print Form.
11. Signature of Contractor.
12. Signature of Activity Directors
13. Return completed form to Paula in the ASUCD Student Services Office.

\*\*Contractor will not get paid until the “ASUCD Independent Contract Payroll Form” is completed and returned to Paula.