



Complete this form for payments to independent contractors unless they meet one of the following categories: (1) guest speakers; (2) guest class lecturers; (3) guest artists and performers; (4) athletic game officials; (5) rental services for facilities, equipment and tapes; (6) financial and legal services provided by individuals who perform these services for the general public; (7) medical services; (8) University Interscholastic League judges and assistants; (9) accreditation evaluation services and (10) professional models.

Name of Individual/Business		Street Address		City, State , Zipcode	
SSN or ITIN		Total Contract Amount		Date(s) of Services	
Explain <u>in detail</u> the nature of the service provided				US Tax Status: <input type="radio"/> U.S. Citizen <input type="radio"/> Resident Alien for Tax Purposes <input type="radio"/> Permanent Resident Alien (green card holder) <input type="radio"/> Non-Resident Alien for Tax Purposes	

- Are you a current employee or have you been a UNT or UNT System Administration employee during the past twelve months? **If you answer "yes", DO NOT complete the remainder of this form. The payment MUST be paid through Payroll Office on a HRM form.** YES NO
- Are you required to comply with instruction about how the work is to be performed? YES NO
- Are you being trained by the University to perform the services? YES NO
- Does the University hire, supervise and pay assistants to help you with the services provided? YES NO
- Are the services being provided to the University on a continuing (frequent or long-term) basis? YES NO
- Does the University set your work schedule, i.e. the number of hours to be worked and when? YES NO
- Do you market your services to the general public or are you free to provide services for other entities? YES NO
- Is the payment for services based on a flat fee or lump sum arrangement? YES NO
- Does the University provide the tools, materials and supplies necessary to complete the work? YES NO
- Can the University discharge you for reasons other than non-performance of the contract? YES NO
- Can you terminate your relationship with the University without incurring a liability for failure to complete a job? YES NO

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL OF THE ABOVE QUESTIONS HAVE BEEN ANSWERED CORRECTLY.

(This form should be signed and completed by the business owner or individual, not the department.)

Signature of Business Owner or Individual:

Date:

For Department Use:	Send completed form to: (Department Contact information)
Requisition Number:	