

INDEPENDENT CONTRACTOR INFORMATION

The Payroll Office may require this information – *please see instructions*
(To Be Completed By UI Department Initiator)

Contractor's Name _____

Social Security # _____ or Individual Tax Payer Identification # _____

Federal Tax Identification # ([W9 Form required](#)) _____

Payment requests must be made out in the name that belongs to the SSN, ITIN or Fed Tax ID#.

Business Address _____

Home Address _____

Phone _____ Fax# _____ Email _____

Please answer all of the following Yes/No questions. Please explain any YES answer on a separate sheet. This information may be attached to your payment request to serve as supporting documentation.

Is the proposed independent contractor presently or formerly affiliated with the UI? Yes No
If yes, please check all that apply: as an employee student faculty member

Has this individual been an independent contractor for the UI in the past? Yes No
If yes, please provide description and any other details available.

Is the proposed independent contractor an employee at another organization? Yes No

Is the proposed independent contractor a full-time student of any institution? Yes No

Are the services to be provided comparable to those performed by other UI employees?
(ie: teaching/research, administrative services, programming, etc)? Yes No

Will the independent contractor supervise any UI employees? Yes No

Will the independent contractor receive detailed supervision by any UI employees? Yes No

Will the independent contractor be assigned UI office space and/or require UI administrative services? Yes No

Will additional services of this independent contractor be required after completion of this contract? Yes No

Does the UI plan to hire this individual as an employee after his or her services as an independent contractor? Yes No

CONTACT PERSON _____

DEPARTMENT NAME _____

CAMPUS ADDRESS _____

CAMPUS PHONE _____

Signature _____
(Department Initiator)

Date _____

Refer to the following only if the payee is not a U.S. Citizen

INDEPENDENT CONTRACTOR CITIZENSHIP INFORMATION

All invitations or offers should contain a contingency clause in which it is stated that the individual will not be allowed to provide services and that no payments or reimbursements will be made unless:

- a. they enter the U.S. in a status that allows them to do so and
- b. they agree to provide the University of Iowa with proof of status prior to providing the services.

This includes not only proof of their current status, but in honorarium situations, proof that even with the activity at our institution, they will not exceed the 9/5/6 limitations. Someone who will not provide you with this information should not be allowed to provide services.

The information needed to determine taxation is:

- 1.) Where will the work be performed? (inside or outside of the U.S.)
- 2.) If "inside" which of the following applies?
 - a. U.S. Citizen
 - b. Nonresident Alien
 - i. Immigration status
 - ii. Previous visits to the U.S.
 - iii. Does the individual have a valid U.S. social security number or ITIN (individual tax identification number)

ALL nonresident aliens who receive payment must sign form [W-8BEN](#).

All nonresident aliens /foreign visitors who receive payment must also complete the FNIS (Foreign National Information System) form. The department must provide Payroll Services with an email address for the visitor **prior** to his/her arrival. Payroll Services will send a questionnaire directly to the visitor to gather immigration information. Please be aware that failure to supply the recipient's e-mail address or failure to complete the questionnaire may delay the payment. Payroll Services will wait a maximum of 2 weeks for the questionnaire to be returned via email. If we do not receive a response, the Payroll Services will withhold taxes at the maximum rates to ensure compliance with state and federal law.

If the visitor is present in B or VW (visa waiver) status, they must also sign the [Compliance Statement](#) and be in compliance with the 9/5/6 rules.

Please contact Payroll Services at payroll-nra-web@uiowa.edu with any questions or concerns regarding a payment.

