Appalachian State University: Personal Services Contract Procedures

1. Determine the scope of services required

2. Initiate initial discussion with individual to be contracted with to communicate service needs, determine scope of work, and terms.

3. Complete the Independent Contractor vs. Employee checklist, or consult with the Controller’s Office if relationship is not clear after completing the checklist.

   *In order to determine the current relationship an individual has with the university please obtain the individual’s legal address (as shown on their tax return) and the last four digits of their SSN or TIN*

4. Complete the Standard Contract or Guest Speaker Contract (provide as much detail about the services as possible)

5. Prepare the Routing form

6. Attach to the routing form the following documents and send to the Dean/Director.
   *The Contract*
   *The Independent Contractor vs. Employee Checklist*
   *Any additional documentation*

7. When the contract is returned retain a copy and send the following to the individual/contractor:
   *The Completed and Approved Contract*
   *The Vendor Information Form*
   *The Vendor ACH Enrollment Form*

   Instruct the contractor to either mail, fax, or personally deliver the contract to you upon their arrival. Emailing a Vendor Information Form exposes the contractor to a potential risk of identity theft.

8. Any changes to the standard templates must be approved in advance by the Office of General Counsel

9. When services are completed or if a check is to be cut in advance, attach the following documents to a completed and approved Direct Payment Form:
   *The Original Contract and University Routing Form (or a copy of the contract involves multiple payments)*
   *The Vendor Information Form (W9, or W8 BEN for Non-Resident Aliens)*
   *The Vendor ACH Enrollment Form (N/A for International Transactions)*
   *The Independent Contractor vs. Employee Checklist (if required)*
   *Additional Documentation (as needed)*

10. Submit the completed document package to the Controller’s Office: