

# PROCEDURE FOR CONTRACTING WITH INDEPENDENT CONTRACTORS/CONSULTANTS

(to be used for individual service providers having federal tax classification of individual/  
sole proprietor or single member LLC, as per question 3 on their W-9)

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## OVERVIEW

An independent contractor (IC), by definition, is an individual service provider who contracts with an employer to provide specialized or requested services on an as-needed or project basis.

## UTILIZATION OF INDEPENDENT CONTRACTORS

The services provided by independent contractors are often required by the University in situations where the individual possesses a unique skill set not currently available within University; when the individual has credentials necessary to meet agency or sponsored program requirements or for other, short-term University needs.

Independent contractors are not considered employees of the University so they are exempt from employee related laws; the University is not required to withhold federal, state and local taxes from payments m12 0/P A10(c)19(e)4)9Qq04 6)6)012 02 92 reWB/F312 Tf1 01 00T m0(p)-(a)-3)192 r10q04

select \_\_\_\_\_ as Type of Contract, upload approved Form A as well as the individual \_\_\_\_\_-9. The contract request will route electronically to Purchasing Services for contract drafting/processing.

Note: The timeline for completion of this process