

Please submit all Independent Contractor paperwork to Human Resources to begin process



Necessary Documents for Independent Contractors at CMU

Please Check appropriate boxes and include this cover sheet when submitting to HR

Name of Independent Contractor: _____

IC's being compensated (Have not gone through process in last two years):

- Contractor Analysis form
- Department Head of VP Approval (goes on Contractor Analysis form)
- Liability Release Form
- W-9 Tax Form
- Statement of Work/Duties performed
- Certification of Personal Service Agreement (Performer/Guest Speaker/Guest Artist Agreement)
- Direct Request with invoice (in lieu of Performer/Guest Speaker/Guest Artist Agreement)
- Evidence of Independent Contractor Status

IC's NOT being compensated:

- Liability Release Form
- Certification of Personal Service Agreement (Performer/Guest Speaker/Guest Artist Agreement)
 - o With "No Payment" written in, and appropriate authorization
 - o IC needs to sign agreement before it is submitted to HR

IC's being compensated BUT have gone through the process in the last 2 years:

- Liability Release Form (We will need one each time they do work for CMU)
- Certification of Personal Service Agreement (Performer/Guest Speaker/Guest Artist Agreement)
- ...or, Direct Request with Invoice (in lieu of Performer/Guest Speaker/Guest Artist Agreement)

Additional Tips:

- Please make sure as you collect paperwork, there is no emailing of Social Security Numbers
- Paying for services like "Bananas Bump and Jumps" does not qualify as an Independent Contr.
- IC's CAN operate under a "DBA" (Doing Business As...)
- SSN must match the Analysis form same as the W-9
- Contractor Analysis form should be filled out by the person signing off on it