***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)
  - With “No Payment” written in, and appropriate authorization
  - 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