Form Determination for a Contractor when personal services are provided

- Is the Contractor a foreign person?*
  - Yes: W-8BEN [or, W-8ECI, W-8EXP, or W-8IMY]
  - No: W-9

* A foreign person may be a non-U.S. citizen individual, non-U.S. permanent resident individual, foreign corporation, foreign trust, foreign government, etc.

- Is the foreign person* an Individual per line 3, Type?
  - Yes: Is it a one-time nonrecurring lecture?
    - Yes: Is the Total Payment less than $2,000?
      - Yes: Guest Speaker Payment Request Form
      - No: Independent Contractor Agreement Form
    - No: Request for Payment Form
      - Yes: Reviewed and processed by AP
      - No: Purchase Requisition Worksheet
        - Reviewed and processed by Purchasing

- No: Is the payee an Individual/Sole Proprietor?
  - Yes: Is the Total Payment less than $2,000?
    - Yes: Guest Speaker Payment Request Form
    - No: Independent Contractor Agreement Form
  - No: Request for Payment Form
    - Yes: Reviewed and processed by AP
    - No: Purchase Requisition Worksheet
      - Reviewed and processed by Purchasing

Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP

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