Form Determination for a Contractor
when personal services are provided

- Hire as an employee. Contact HR for employment paperwork.
- Is the contractor a current or former employee of NSHE*?
- Is the contractor a foreign person**?
- Is the Total Payment $2,000 or more?

* Employee of NSHE or any NSHE institutions or offices during the PAST TWENTY-FOUR-MONTH PERIOD.
** A foreign person may be a non-U.S. citizen individual, non-U.S. permanent resident individual, foreign corporation, foreign trust, foreign government, etc.

- W-9
- W-8BEN

- Is the payee an Individual/Sole Proprietor***?
- Is the contractor a GUEST SPEAKER****?

*** If the entity is other than individual sole proprietor but the individual’s SSN is provided on W-9, then, treat the entity as an individual/sole proprietor.
**** A flyer, announcement, brochure, offer letter, or acceptance letter stating the individual’s name, event topic, date, time, etc. is REQUIRED to prove the engagement.

- Yes
  - Guest Speaker Payment Request Form****
  - Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP

- No

- Yes
  - Independent Contractor Agreement Form
  - Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP

- No

- Yes
  - Request for Payment Form
  - Reviewed and processed by AP

- No

- Yes
  - Purchase Requisition Worksheet
  - Reviewed and processed by Purchasing

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