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]
  - Is the foreign person* an Individual per line 3, Type?
    - Yes: Is it a one-time nonrecurring lecture?
      - Yes: Guest Speaker Payment Request Form
        - Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP
      - No: Request for Payment Form
        - Reviewed and processed by AP
    - No: Is the Total Payment less than $2,000?
      - Yes: Payment Request Form
        - Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP
      - No: Independent Contractor Agreement Form
        - Reviewed by the NSHE Independent Contractor Review Authority, then processed by AP
  - W-9
    - Is the payee an Individual/Sole Proprietor?
      - Yes: Request for Payment Form
        - Reviewed and processed by AP
      - No: Purchase Requisition Worksheet
        - Reviewed and processed by Purchasing

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