

Independent Contractor Agreement US National

This agreement, between the University of Washington (UW) and _____ sets out the terms and conditions by which _____ will be providing services for the following program:

Program Information

Program Name	
Term & Year	
Program Director Name	
Email Address	

Contractor Information

Name				
Citizenship Status				
Permanent Mailing Address				
Phone Number				
Email Address				
Corporate Status	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Not-for-profit

Dates of Service

Start Date (mm/dd/yyyy)		End Date (mm/dd/yyyy)	
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UNIVERSITY OF WASHINGTON
HONORARIA CHECKLIST
FOR INVITED GUEST SPEAKERS
 PROCUREMENT SERVICES

Date _____

UoW 1631 (Rev. 8/11)

If the person IS NOT an invited guest speaker, please use form UoW 1632 available at <http://www.washington.edu/admin/sp/office/EmployeeVs.pdf>

An honorarium is an amount of money paid to a professional person for which fees are not legally or traditionally required in recognition of a special service. The individual receiving the honorarium MAY NOT be an employee of the UW. For more information on honoraria payments to foreign nationals see http://f2.washington.edu/fm/globalsupport/foreign-national-payments-tax#Paying_an_Honorarium_to_a_Foreign_National.

Honoraria payments are classified as independent contractor payments for federal and state tax purposes. Complete Section 1, Section 2, and if necessary, Section 3. ATTACH COMPLETED FORM TO THE PAYMENT DOCUMENT.

SECTION 1. GENERAL			
Name of Individual	Department Contact Email Address	U.S. Taxpayer Identification Number — —	
Is this person: (check one) <input type="checkbox"/> a US Citizen <input type="checkbox"/> a Nonresident Alien <input type="checkbox"/> a Resident Alien (Green Card Holder)		Requisition Number (if applicable)	
Department Name	Campus Phone Number	Box Number 35	

SECTION 2. MULTIPLE RELATIONSHIPS WITH THE UNIVERSITY	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this individual currently work for the University as an employee?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the University expect to hire this individual as an employee to provide the same or similar services immediately following the termination of the activity for which he/she is receiving the honorarium?
<p>If the answer is "Yes" to EITHER of the above questions, the individual must be classified as an EMPLOYEE and paid through the normal Payroll process.</p>	
<p>If the answer is "No" to BOTH the above questions, proceed to Section 3 below.</p>	

SECTION 3 RELATIONSHIP WITH THE UNIVERSITY	
<input type="checkbox"/> Yes <input type="checkbox"/> No	In performing instructional duties, will the individual primarily teach a course and use a curriculum established by the University, use course materials that are created or selected by a member of University Academic Personnel or other employee, or evaluate or grade students for official University of Washington academic credit?
<p>If the answer to the above question is "Yes" the individual should be classified as an EMPLOYEE and paid through the normal Payroll process. University policy A.P.S. 32.3 requires such individuals to be employees. If the answer is "No" proceed below.</p>	
<p>The above-referenced individual presented a lecture or performed equivalent training session as a one-time or occasional speaker. This individual is not a current employee of the University. The individual does not receive extensive instructions on how to perform his/her job, except perhaps topics to discuss. The individual does not provide or could be available to perform this job at other businesses/schools. The individual does not receive benefits from the University of Washington, nor does the individual expect to receive benefits from the University. The University and the individual agree, either in writing or orally, that the relationship is strictly that of an independent contractor relationship.</p> <p>I confirm that the above paragraph is true and therefore the individual is an independent contractor. If the above statement is not true, the individual should be classified as an employee.</p>	
Name _____	Position _____
Signature _____	Date _____

Nature of Service

Include details of service, how it benefits the program, location of where the services will be rendered

Amount for Service

	USD
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Amount

Currency Code

Service Fees and Payment Terms

Payment will be made in accordance with UW Payment policies, which state that 100% of total fees will be made after services are rendered by check mailed to the permanent mailing address listed above.

Signature of Agreement

Independent Contractor Signature & Date

Program Director Signature & Date