

Request for Payment to an Individual

Please *type* in all fields



Do not complete this form if...

1. the individual is currently being paid by University Payroll – you must submit any additional payment via Payroll (see the [ACA Hiring Decision Tree](#));
2. the individual already has an established vendor code – you may submit an additional vendor payment without resubmitting this form;
3. you are attempting to pay a company – please process a vendor request directly through NUPortal.

Instructions: This form must be completed when requesting a non-employee payment to any individual that does not have an established vendor code and does not fall into a category noted above.

Questions? For assistance with Page 1, contact Accounting Services at 847-491-4707 (for U.S. citizen/resident payments) or Payroll at 312-503-9708 (for non-resident payments); questions regarding Pages 2-3 should be directed to Human Resources Compensation at contractor_request@northwestern.edu. For further information regarding payment types and the determination questions, see Pages 4-8.

Section 1: Request Information

INDIVIDUAL TO BE PAID

Name of Individual to be Paid: Benny O'Hare		
What is this individual's citizenship status? <input checked="" type="checkbox"/> U.S. Citizen/Resident <input type="checkbox"/> Non-Resident for Tax Purposes	Service Provided to (Name of Department): ATH	
Service Begin Date: 10/06/18	Service End Date: 10/06/18	Is this a grant funded assignment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

REQUESTOR'S INFORMATION

Requestor's Name:	
Contact Phone:	Contact Email Address:

NON-CONTRACTOR PAYMENT

If the payment type falls into **one of the following categories**, select the appropriate option below and complete the remainder of this section. If the payment does *not* fall into these categories, skip to Page 2. For help, refer to the contact information at the top of this page.

- Human/Research Subject Prizes/Awards Other *Non-Services* Payment – Describe in detail:
 Refund/Reimbursement (*2nd request*) Royalties
 Honorarium

If a payment type is selected above: I certify that the information provided here is complete and accurate and that the non-contractor payment type selected above is an appropriate reflection of the payment being provided to this individual.

Print Name of Engaging Manager:

Engaging Manager's Signature:

Date:

- If a payment type is selected in the **NON-CONTRACTOR PAYMENT** section, sign above only. Do not complete Pages 2-3. Then, submit your request based on the individual's citizenship status:
- ❖ If the individual is a U.S. citizen/resident, scan this page along with the W-9, and submit with your vendor code request in the NU Portal.
 - ❖ If the individual is a non-resident, attach this page to the [Payment Packet for Non-Resident Independent Contractors](#) and send directly to the Payroll Office.
- If a payment type is not selected in the above section, do *not* sign here. Continue to the **INDEPENDENT CONTRACTOR DETERMINATION and AUTHORIZATION** on Pages 2-3.

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Complete the following sections only if you did not select a Non-Contractor Payment option on Page 1. These questions will help determine if the individual should be paid as an Independent Contractor for services or if an employee-employer relationship exists.

Section 2: Independent Contractor Determination

Direct questions about this section to the HR Compensation Office at contractor_request@northwestern.edu.

RELATIONSHIP WITH NORTHWESTERN UNIVERSITY

1. Is the individual currently on payroll as an active University employee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Was the individual an active University employee at any time within the current calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Has the individual been paid, in any way, from the University's payroll office within the current calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Is it expected that the University will hire this individual as an employee following the termination of this service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Describe the extent to which the work performed is not an integral part of the University's business. (For example, work is integral if it is a service that the University is in business to provide, such as teaching.)</p> <p>Benny will work as a PA announcer during one of our sporting events.</p>		

BEHAVIORAL CONTROL

the right to direct and control the details and means by which the worker performs services (see guidance on Page 5)

1. Will the University have the right to give the worker instructions about when, where, and how the job should be done?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Comments:
2. If instructions are given, will they consist of detailed guidelines developed by the University?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
3. Will the University measure the details of how the work is performed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
4. Will the individual receive training from the University on how to do the job?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

FINANCIAL CONTROL

the right to direct and control economic aspects of the worker's activities (see guidance on Page 6)

1. Has the individual invested in the equipment or facilities (such as an office) used to perform the services and does this investment compare favorably enough to the University's that they appear to be sharing risk of loss?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:
2. Will the arrangement prevent the worker from realizing a profit or incurring a loss?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
3. Does the individual take initiative to operate as an independent business and is engaged in in open market competition with others?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Will the individual be working exclusively for the University and not for other clients in the market?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
5. Will the University pay the individual's business or travel expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
6. Will the University pay the worker by the hour, week, or month rather than by the job?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

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TYPE OF RELATIONSHIP

the intent of parties concerning the status and control of the worker (see guidance on Page 7)

1. Is the work to be performed part of the regular business of the University, e.g., teaching? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Comments:
2. Will the University set the amount of pay for the work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Will the University set the work hours for the work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Is the Individual free to hire helpers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Will the worker be hired for an indefinite period rather than a specific period? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. If the Individual works on an impermanent basis, is this due to any industry-specific factors, the University's reliance on outside agencies, or other? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

ADDITIONAL DETAILS

List additional detail about the service being performed or any other information that you would like to be considered:

ATTESTATION

To be completed by the Northwestern employee responsible for hiring/engaging the named individual: I certify that the information provided on this form, including responses to the Independent Contractor Questions, is complete and accurate.

Print Name of Hiring/Engaging Manager: Willie Catz

Hiring/Engaging Manager's Signature: Willie Catz Digitally signed by Willie Catz
Date: 2018.08.19 17:35:44 -05'00' **Date:** 08/19/18

→ Send this completed form (Pages 1-3) to the Office of Human Resources Compensation Division, 1801 Maple Avenue, Evanston, IL, 6th Floor, or email to contractor_request@northwestern.edu. This form will be returned to the requestor with the final determination indicated below.

Section 3: Final Determination

this section to be completed by Human Resources Compensation Division

Classification	Process Instructions:
<input type="checkbox"/> Non-Employee Independent Contractor (<i>U.S. Citizen/Resident</i>)	Process via Accounts Payable: 1. Request vendor code through Accounting Services; 2. Submit ICQ with final determination, W-9, and COI; 3. Process Online Voucher; 4. Attach payment documentation/Independent Contractor form
<input type="checkbox"/> Non-Employee Independent Contractor (<i>Non-Resident for Tax Purposes</i>)	Process via Payroll: www.northwestern.edu/hr/foreign-nationals/paying-independent-contractors/
<input type="checkbox"/> Northwestern Employee (<i>U.S. Citizen/Resident</i>)	Process via Payroll: www.northwestern.edu/hr/managers-administrators/payroll-administration/
<input type="checkbox"/> Northwestern Employee (<i>Non-Resident for Tax Purposes</i>)	Process via Payroll: www.northwestern.edu/hr/foreign-nationals/paying-non-resident-student-employees/
Factors that support determination:	
Reviewed and Approved By: _____ Date: _____	