

At-a-Glance Overview: Payments to Individuals Process

1. Is the individual a U.S. person?

If not, tax clearance must be obtained via Glacier before proceeding

2. Complete the Independent Contractor Questionnaire (ICQ)

3. If the ICQ determination =

EMPLOYEE



Contact Budget Office for FOAP and link to payroll forms

Submit forms to Payroll Office (W-4 and I-9)

Submit gross pay instructions to Payroll Office

INDEPENDENT CONTRACTOR



Be sure a signed agreement is in place before services are performed

Banner requisition must be done online before services are performed

After services are performed, submit to AP:

- Signed agreement
- Form W-9
- ACH direct deposit form
- Invoice