

Dixie Technical College Independent

Contractors

Effective Date: May 2018

Board Approval: May 2018

- 1.** Form W-9 should be collected from any vendor, except corporations, providing services to Dixie Tech. Payments will not be made to service providers for whom a W-9 is required before a completed W-9 has been received by the Finance Office.
- 2.** It is the responsibility of the budget administrator for whom the service is provided to collect the W-9 and provide it to the Finance Office.
- 3.** For payments over \$1,000, a Dixie Tech "Independent Contractor Agreement" should be completed and signed prior to any work being performed. Other agreements may be substituted only if they are substantially similar to the "Independent Contractor Agreement" including Custom Fit Approved Vendor forms.
- 4.** All payments are to be requested on an official business invoice or a Contracted/Extra Services form.

5 Procedures

- 5.1** Requests for payments to non-corporate service vendors which fit within this policy will be submitted on a Contracted/Extra Services form. This form will be accompanied by a W-9 form.
- 5.2.** These forms will be provided to the Finance Office.
- 5.3** The Finance Office will check the forms to determine if the payment should be reclassified as a payment to an employee. If such a reclassification is made, the budget director will be required to submit a W-4 and I-9 forms.
- 5.4** Requests determined not to be for wages will be added to Accounts Payable. Payments to vendors will be made on the next A/P check run after all documentation is received and processed.