

**BOISE STATE UNIVERSITY
EMPLOYEE/INDEPENDENT CONTRACTOR CLASSIFICATION
CHECKLIST INSTRUCTIONS**

Contracting for services with a potential independent contractor (IC) may require completion of the following:

- **[Independent Contractor Classification Checklist](#)**
- **[Vendor Information Form](#)** (Substitute W9) – required if Independent Contractor is not already a vendor at Boise State University
- **[Contract for Services](#)** – required for ALL ICs when Classification Checklist indicates the individual is an IC
- **[Certificate of Insurance](#)** – proof of insurance is required from contractors, vendors or performers providing products or services to Boise State University
- **[Payment Request Form](#)** – required to initiate and authorize a payment

PROCEDURAL STEPS:

BEFORE IC STATUS IS APPROVED BY ACCOUNTS PAYABLE

1. Read Boise State University [Policy 6150](#), Independent Contractors.
2. Complete the **[Employee/Independent Contractor Classification Checklist](#)**, which will determine whether the individual service provider will be classified as an IC or a University Employee.
3. If the Employee/Independent Contractor Classification Checklist results in an:
 - a. **Employee** classification – please follow University procedures for hiring a temporary or permanent employee. Contact Human Resource Services, 426-1616, for assistance
 - b. **Independent Contractor** classification – please email the Checklist to Accounts-payable@boisestate.edu with a completed **[Vendor Information Form](#)** (unless the IC is already set up as a vendor in Boise State’s payment system. If you are not sure if the IC is set up as a vendor, contact the University’s Vendor Information Specialist at 426-2439.)
 - c. Accounts Payable will review the completed checklist and confirm the individual’s status with the department.

PLEASE NOTE: Independent contractor status is only eligible for approval if obtained PRIOR to the service start date. Individuals who begin performing services before confirmation is received from Accounts Payable will be classified as employees and paid through Payroll.

4. **[Certificate of Insurance](#)** – **Please attach Certificate of Insurance to signed Contract for Services Agreement.** It is the responsibility of the department requesting the services of an independent contractor to obtain the Certificate of Insurance. Forward a copy of Certificate of Insurance to Risk Management at MS-1245.

Certificate of Insurance instructions can be found at:

<http://rmi.boisestate.edu/wp-content/uploads/2012/01/0-1-11-12-Ins-Rqmts-3rd-Party.pdf>

If needed, Contact Risk Management at 426-3636 for assistance.

AFTER IC STATUS IS APPROVED BY ACCOUNTS PAYABLE

5. **[Contract for Services](#)** – the department requesting the services of an independent contractor (individual or business entity) should complete the Contract for Services providing as much detail as possible.
 - a. **A Contract for Services is required for EVERY independent contractor assignment regardless of dollar value.**
 - b. Much of the information will need to be provided by the proposed independent contractor.
 - c. **Please note: Any changes to the standard Contract for Services (as provided on the University’s website) must be routed to Legal Counsel for review and approval.** Failure to do so may result in a delay in payment processing.
 - d. A copy of the Contract for Services is only required for the first incremental payment. Please check the “contract on file” check box located next to non-business entity Independent Contractors on the Payment Request Form for subsequent incremental payments.
6. **[Payment Request Form](#)** – required for all payments to vendors (ICs). Please see note in Contract for Services section above, item d.