**Independent Contractor Guide**

When paying for **SERVICES** from an individual, sole proprietor, and/or single-member LLC, e.g., John Smith *or* the vendor selects individual / sole proprietor/single-member LLC on their W9 (see below) please follow these steps:



***Human Resources:*** [***independentcontractor@rowan.edu***](mailto:independentcontractor@rowan.edu)

1. Have the vendor complete the [Certification for Determination of Independent Contractor Status Form](https://sites.rowan.edu/hr/_docs/independent_contractor/ic_certification_3.pdf) and forward it to [independentcontractor@rowan.edu](mailto:independentcontractor@rowan.edu) for review.
2. Provide detail description of the duties being performed in Section 1 and ensure that the proper signatures have been obtained for the process to move forward.  Ie” SECTION 4 is to be signed by the REQUESTOR of the services, NOT the provider”.
3. After review a representative from the Human Resources office will email you and notify you if the individual is determined to be paid as an employee or a non-employee.
4. All inquiries regarding Independent Contractor must be emailed to [independentcontractor@rowan.edu](mailto:independentcontractor@rowan.edu) (this will ensure the process happens in a timely manner.)
5. If the individual is determined to be paid as a ***non-employee (individual contractor)*** you should move to the next step with the OC&P if the individual is determined to be paid as an employee you will be given directions by the Human Resources department.

***Office of Contracting & Procurement:*** [***vendors@rowan.edu***](mailto:vendors@rowan.edu)***;*** [***contracts@rowan.edu***](mailto:contracts@rowan.edu)

1. *Vendors* – If this vendor is a ***new*** vendor and does ***not*** have a Banner ID you will need to register the vendor.
2. Have the vendor complete a [New Vendor Intake Form](https://sites.rowan.edu/procurement/files_forms/forms_end_user/vendor-intake.pdf) Then email [vendors@rowan.edu](mailto:vendors@rowan.edu) to ask what other forms are required. **The forms can change depending on the purchase.**
   1. W9 / W8- <https://www.irs.gov/forms-pubs/about-form-w-9>
   2. Business Registration Certificate<https://www.state.nj.us/treasury/revenue/busregcert.shtml>
   3. CH51 EO117 or NJ Start registration- if payment is $17,500+ <https://www.state.nj.us/treasury/omb/bankingservices/exhibitf.pdf> <https://www.njstart.gov/bso/view/login/login.xhtml>
3. Once you have collected all of the forms please register the vendor here: [New Vendor Portal](https://docs.google.com/forms/d/e/1FAIpQLScuHVJ96PP1wnBLAkM2wzbIlTy8a1H2u4N8TNvKNuZNwVlNxA/viewform) . You will receive an email from [vendors@rowan.edu](mailto:vendors@rowan.edu) notifying you that the vendor has been set up and will provide you with a vendor ID.

***Contracts:*** [***contracts@rowan.edu***](mailto:contracts@rowan.edu)

1. Have the vendor complete an [Independent Contractor Service Agreement](https://sites.rowan.edu/procurement/contracts/icserviceagreement.pdf) , [Approval Form](https://sites.rowan.edu/procurement/contracts/approval-form.pdf)
2. Submit a copy of the Approval Form, signed Service Agreement and determination email from independent contractor through the [Contract Request Portal](https://docs.google.com/forms/d/e/1FAIpQLScGilK5UGJwao_oPEGzxeeScOdGSutanmj9TIz7eH4Hhi09hg/viewform):
   1. If you are paying the vendor $10,000+ via grant funds you will need to complete the Sole Source process found here: [Sole Source Request](https://docs.google.com/forms/d/e/1FAIpQLScV9dfk-DSxNRfov1VA7ffawSXze1UfVmxPD6BxNIyDqwzt_g/viewform)
3. Your contract (Service Agreement) and forms will be reviewed. Once signed by a Rowan University authorized signer (Brooke Lew, Michael Blake or Joe Scully-(Finance) you will receive a copy back with a contract number from [contracts@rowan.edu](mailto:contracts@rowan.edu) .
   1. Each vendor MUST have a signed updated contract and contract number each Fiscal Year unless the contract terms crosses fiscal years. If so, please add the dates to the contract term section.
   2. If you already have a contract in place for the fiscal year and there is a minor change to the original contract (increased/ decrease to payment, schedule change etc. you can submit an addendum <https://sites.rowan.edu/procurement/files_forms/forms_contract/addendum-to-vendor-service-agreement.pdf> a new contract is not required.

***Requisitions & Purchase Orders:*** [***Requisition@rowan.edu***](mailto:Requisition@rowan.edu)

1. Once you receive a fully executed (signed) contract back from [contracts@rowan.edu](mailto:contracts@rowan.edu) you can enter your requisition into Banner for payment.
   1. Use a Standing Order if you are planning to make several payments to this vendor within one fiscal year
   2. Add the contract number to the document text. It will start with a C and the FY number ex. C22XXXX.
   3. Contracts over $35,500 will require a second signature from Michael Blake (Finance) the OC&P will send it for approval on your behalf.
2. After each form is reviewed your requisition will be converted to a purchase order. The process is complete.

***Independent Contractor at a Glance:***

Existing Vendor: Craig Terry (individual) Service- Photography

1. Email [independentcontractor@rowan.edu](mailto:independentcontractor@rowan.edu) and ask if this vendor has ever been determined as a nonemployee
2. If not, send vendor the determination form to complete. Sign section 4 on behalf of your department.
3. If so, move to the next step.
4. Existing vendor will have a vendor ID already
5. Move to next step
6. Have the vendor sign the Service Agreement
   1. Have the department head sign the approval from
7. Put the Service Agreement and Approval Form through Contract Request Portal
8. You will receive a signed contract back with a contract number
9. Enter your requisition and add contract number to document text
10. Process Complete

Non Existing Vendor: Famous John’s BBQ & Grill – Mary Balan, (sole proprietor/single-member LLC) Service – Food Service

1. Have the vendor complete IC determination form. Then, send it to HR [independentcontractor@rowan.edu](mailto:independentcontractor@rowan.edu) for review.
2. You will get an email stating the vendor can be paid as a non-employee.
3. Collect new vendor intake form, W9 / W8 and (Business Registration Certificate- email [vendors@rowan.edu](mailto:vendors@rowan.edu) to ask if a BRC is required)  from the vendor. Purchas over $17,500 will require CH51 EO117 or NJ Start registration- <https://www.njstart.gov/bso/>
4. Enter each document in the new vendor portal. You will receive a Banner ID back.
5. Follow step 6-10 – seen above

OC&P Frequently Used Forms: <https://sites.rowan.edu/procurement/forms/index.html>

Independent Contractor Website: <https://sites.rowan.edu/hr/independent_contractor/index.html>

Vendors Website: <https://sites.rowan.edu/procurement/vendors/page.html>

Contracts Website: <https://sites.rowan.edu/procurement/contracts/index.html>