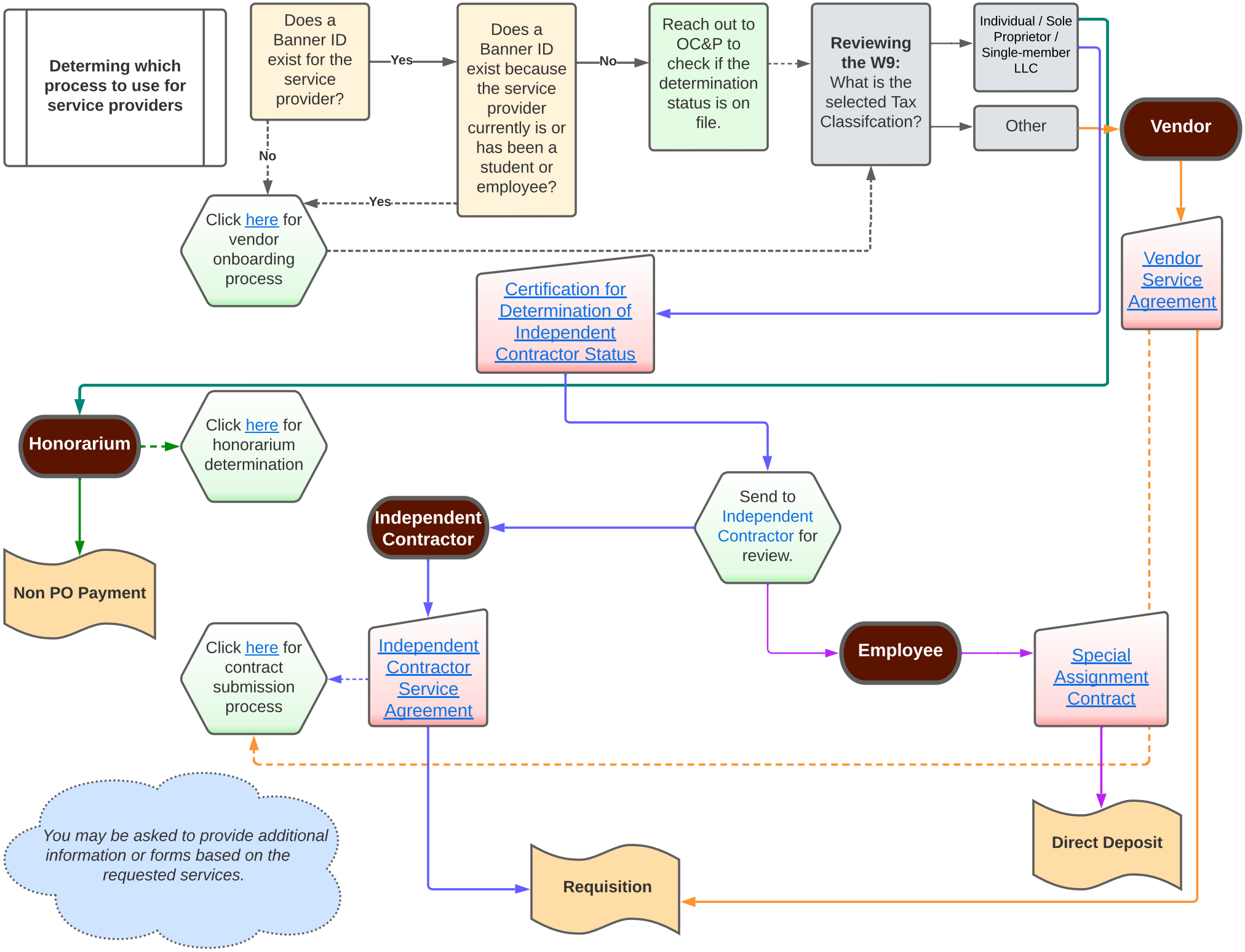
Determing which process to use for service providers
Does a Banner ID exist for the service provider?
Yes
No
Does a Banner ID exist because the service provider currently is or has been a student or employee?
No
Yes
Reach out to OC&P to check if the determination status is on file.
Reviewing the W9: What is the selected Tax Classifcation?
Individual / Sole Proprietor / Single-member LLC
Other
Vendor
Click here for vendor onboarding process
Certification for Determination of Independent Contractor Status
Vendor Service Agreement
Honorarium
Click here for honorarium determination
Non PO Payment
Send to Independent Contractor for review.
Independent Contractor
Employee
Special Assignment Contract
Click here for contract submission process
Independent Contractor Service Agreement
You may be asked to provide additional information or forms based on the requested services.
Requisition
Direct Deposit