

CONTRACTUAL SERVICES FORM

Services Performed by Individuals (Independent Contractor)

This form is used to pay an individual a fee for consulting services, contractual labor, honorariums, meeting participation, or other services. Please complete this form and return to ap@cvre.org

Vendor Certification:

Type of Service (choose one):

Is Vendor a Nonresident Alien? Yes No

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date(s) of Service Provided: _____

Detailed description of service provided:

Amount Due: \$ _____

I certify that I am acting as an independent contractor and am not employed by the Center for Veterans Research and Education.

Vendor Signature: _____ Date: _____

Principal Investigator / Researcher / Authorized Requestor Certification

I certify the services described above have been performed and approve payment.

Principal Investigator Signature: _____ Date: _____

Fund Acct #: _____

Fund Name: _____

CVRE Authorization

CVRE Signature: _____ Date: _____

Definitions:

Independent Contractor: An individual or entity over whom the payer has the right to control or direct only the result of the work performed, and not the means and methods of accomplishing the result. Independent contractors include consultants, speakers, presenters, collaborators, lecturers and other guests of the VA/CVRE who share their expertise for a limited period. Professional Service providers such as attorneys, accountants, and architects, etc., are not included in the definition of independent contractors.

Employee: An individual over whom the payer has control over what work will be performed and how the work will be performed. An employee is reimbursed for services through a payroll system and issued IRS Form W-2.

When a question arises about whether a particular relationship is that of employer-employee or that of two entities contracting independently, CVRE uses a five-factor test described by the Minnesota Department of Labor and Industry:

1. The right to control the means and manner of performance
2. The mode of payment
3. The furnishing of tools and materials
4. Control over the premises where the work was done
5. The right of discharge

CVRE is required to file Internal Revenue Service (IRS) Form 1099 for payments to individuals for non- employee services that accumulate to \$600.00 or more per calendar year. A completed Form W-9 is required from all Independent Contractors.