

**THE UNIVERSITY OF ALABAMA
INDEPENDENT CONTRACTOR (IC) FORM INSTRUCTIONS**

IC FORM – HOW TO COMPLETE AND SUBMIT

1. When you access the IC Form from the Tax Office website, the link will take you to the DocuSign website to initiate the IC Form.
2. Complete the form, referring to the **Line-by-Line Instructions** on page 2 of this document if needed.
3. Review your completed IC form for possible omissions or errors. No changes can be made once the form is submitted. Corrections/revisions require a new IC form to be initiated within DocuSign.
4. After reviewing your completed form for accuracy, click “Finish.”
5. The IC Form will route automatically to the Tax Office for review.
6. Once the Tax Office has reviewed your form and made a determination, you will receive an email notification. Upon receipt of this notification, please open your IC form to determine whether it’s been approved.
7. If IC status is approved, the department should proceed in accordance with the [Professional Services](#) policy and guidelines. If IC status is not approved, the department will need to follow Human Resource policies and procedures to pay the individual as an employee for services rendered.

IC FORM – LINE-BY-LINE INSTRUCTIONS**SECTION I – PAYEE INFORMATION**

Vendor ID# - When entering payee information, use the UA Vendor ID# (CWID) if available. If not available, enter the payee's social security number or Federal tax identification number.

U.S. Citizen – If the individual is NOT a U.S. citizen or permanent resident, and the services are to be performed in the U.S., the [Foreign National Information Form](#) must be completed and submitted to tax@fa.ua.edu.

UA Student – Please check yes if the individual is currently enrolled or has been enrolled at UA in the last 12 months. Also check yes if the individual graduated from UA in the past 12 months.

UA employee – Check yes if the individual is currently on payroll or has been on payroll in the past 12 months.

Retiree – Check yes if the individual retired from UA or any other Alabama Teachers/Employees Retirement Systems (TRS/ERS) affiliated entity.

SECTION II – SERVICE INFORMATION

Time frame – The time frame should include all dates for which the individual will receive payment.

How often will the services be performed? – Please be specific and provide as much detail as possible. For example, detail how many hours per week or days per month the individual is expected to work, or the total number of hours estimated for the project. If the service to be provided will be for a total of 3 days or less, “one-time” may be stated.

Total estimated fees – Please include the total amount that will be paid for the services to be completed by the individual. Do not include travel or expense reimbursement amounts.

Nature and frequency of payments – Explain how the fee is determined. (Example: Is it an hourly or daily rate, fixed fee, or other?) Also explain how the individual will be paid. (Example: Will it be per invoice, bi-weekly, monthly, percentage of project completion, other?)

Locations where services will be performed – Describe where the services will be provided – on UA campus, at IC's home/office, multiple locations, etc. If service will be provided in multiple locations, please provide detail.

SECTION II-A – GUEST SPEAKER SERVICES

A guest speaker is defined as a non-employee engaged by the University to give one or a few lectures or presentations. The payee has no appointment with the University and is engaged for his/her expertise on a particular topic (not as a substitute for a regular instructor). A guest speaker has no responsibility for assigning grades. Some examples include: speaking/presenting at a symposium, colloquium, seminar or lecture series.

If the individual who will be performing the services is classified as a guest speaker, please complete Section II-A and then proceed to Section III. Section II-B is not required for guest speakers.

SECTION II-B – ALL OTHER SERVICES

If the individual is not a guest speaker, complete this section in its entirety. Please provide detailed answers to all questions. All questions must be completed before the IC form may be processed. “N/A” should not be used to answer any of the questions. Any additional documentation that should be considered should be submitted to tax@fa.ua.edu.

SECTION III – UA DEPARTMENT INFORMATION

Complete the section in its entirety. If the Tax Office needs additional information to complete its review, they will reach out to the contact person listed on the IC form in DocuSign. If you have any questions, please contact the UA Tax Office via email at tax@fa.ua.edu or via phone at (205) 348-3281.