



This form is used to request an individual be paid as an independent contractor per the [UAB Personal Services Policy](#). The form should be completed and submitted to the UAB Vendor Compliance (fa-vendorcompliance@uab.edu) **PRIOR** to the services being performed.

I. PAYEE INFORMATION:

Name: *Terminal Degree (if any): * Includes but not limited to: MD, DMD, PhD, EdD, DVM, DPH

Address: City: State: Zip Code:

Does this individual have any other relationship to UAB? If Yes, enter UAB Employee ID#:

Is the Individual currently receiving retirement benefits from Alabama Teachers Retirement? **Is Payee a US Citizen?**

II. SERVICE INFORMATION:

Period(s) during which the service is expected to be rendered (limit to 1 year): Begin: End:

Total estimated payments: \$ **Travel reimbursements should **NOT be included in the estimated pay value

Please indicate the nature/frequency of payments:

Location where services will be performed:

Is the service to be provided a lecture: If **YES**: Attach flyer/brochure
If **NO** - Provide detailed description of service below

III. PLEASE SELECT YES OR NO FOR ALL NONLECTURE SERVICES:

Will UAB have a legal right to control how the service will be performed or require compliance with UAB instructions?

Will the individual be supervising or directing UAB employees as part of the service provided?

Will the individual be providing his/her own equipment/tools/materials?

Will UAB employees provide training to the individual on how to perform the service?

Does the individual provide the same service to the general public (other businesses) as part of a trade or business?

Will UAB require the individual to be present in University facilities at certain times/days to perform the service?

IV. DEPARTMENT CONTACT INFORMATION:

Questions concerning this contractor engagement (return PSF to):

Department Name:

Contact Name:

Department Signature (only if required by department)

Phone: Email:

FOR USE BY UAB VENDOR COMPLIANCE

Independent Contractor Status Approved: Independent Contractor Status NOT Approved:

Process payment through Accounts Payable - _____ Activity constitutes employee/employer relationship; payment must be issued through Payroll Services

Contract Required Pending Non-Resident Tax Analysis

YTD Payments to Supplier: # _____ through Accounts Payable: \$ _____