



The University of Southern Mississippi

Check List for Paying Independent Contractors

- If payment will be less than \$1,000 for the calendar year, Department completes Remittance Voucher for submission to Accounts Payable for payment.
 - If the individual is not a U.S. Citizen, see *Checklist for Paying International Independent Contractors*. Contact the Controller's Office at 601-266-4102 if you have any questions.
 - Department submits W-9 and Vendor Registration Form found at <http://www.usm.edu/procurement/forms.html> to Purchasing *before* work begins.

- If payment will be more than \$1,000 for the calendar year:
 - If the individual is not a U.S. Citizen, see *Checklist for Paying International Independent Contractors*. Contact the Controller's Office at 601-266-4102 if you have any questions.
 - If a U.S. Citizen, Department completes Personal Services Agreement and Determination Form available on the Controller's Office website: http://www.usm.edu/controllersoffice/Independent_Contractors.html
 - Upon approval of Personal Services Agreement by the Controller's Office, Department will enter Requisition in Soar-Fin for conversion into Purchase Order.
 - Invoice will be submitted by Department to Accounts Payable for payment of purchase order.

PLEASE NOTE: Your failure to complete the proper paperwork may result in the nonpayment of your independent contractor.

Any questions can be directed to the Controller's Office at 601-266-4102.