



Payments to Individuals and Sole Proprietors

The IRS requires that all payments to individuals (that are not employees of UTD) be documented as to citizenship status and verification of contractor status. This is done via the use of two forms:

1. **Authorization for Professional Services**

http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/e31.pdf

2. **Employee/Independent Contractor Classification Checklist**

http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/e32.pdf

Normally, you would first complete the Employee/Independent Contractor Classification Checklist to confirm that your person is not actually going to be classified as a UTD employee. Once it is established that the person is properly classified as an independent contractor, these are the typical steps to complete the documentation:

- a. You complete the two forms.
- b. The individual signs the Authorization for Professional Services form acknowledging that they accept the terms & conditions outlined in the form.
- c. The two forms are sent through the proper signature channel which is typically Department Head, Dean or SVP, Tax Compliance Officer (David Maldonado – Director Payroll AD36, x2611, MP2.240) & SVP Robert Lovitt.

If you are requesting payment to the individual at this time, you must attach a Purchase Voucher with the forms and clearly instruct Procurement Management as to requested date of payment. Please allow a long lead time (ie 30 days) for payment as this process, including authorization is very labor intensive. If you intend to reimburse the individual at a later date, for instance, to reimburse for travel expenses after-the-fact, you would ask that the forms be routed back to you to be held until you were provided receipts by the individual or an invoice from the individual if services were to be provided.

Questions about these forms may be directed to accountspayable@utdallas.edu