Filling out the Authorization for Professional Services (AFPS)

1. First, determine whether an AFPS is necessary by completing the Employee/Independent Contractor Classification Checklist (p. 20). Depending on what you expect from your service provider, UTD may consider him/her an employee instead, in which case you'll need to complete paperwork for Human Resources to hire him/her.
2. The first box is personal information on the service provider. When possible or applicable, "title" and "organization" refer to the service provider's normal work away from UTD.
3. If the person you wish to bring in is a U.S. citizen or Resident Alien, all you need to do is check the "Yes" box. If the answer is "No", there are some other forms you'll need to fill out to ensure that any due income tax is properly withheld and reported. Contact the Tax Compliance officer (currently David Maldonado, x6148) for the requisite forms and instructions.
4. EMPLOYMENT STATUS: Most people will probably be "non-state". If your service provider is a Federal employee, we need to make note of it but don't need to do anything else. If your department is bringing in another UTD employee, list their usual department and obtain the signature of his/her immediate supervisor. If you need someone who works elsewhere in the UT system or for another state agency, you'll need to list their employer *and* get the approval of the President or other agency head.
5. NATURE OF SERVICES TO BE PROVIDED: Put an "X" in the blank which best describes the nature of service you're seeking, then give more details in the "Description of Services" blank. Don't forget about the "Qualifications" blank – this is where you justify paying for a professional instead of simply increasing the workload of one of your current employees.
6. NEPOTISM STATEMENT: You're required by law to indicate if your professional is related to *anyone* at UTD or on the Board of Regents. Fear not; such blood-ties are rarely a problem, especially if the person's qualifications are clearly documented.
7. PROPOSED PAYMENT: The left column is all information on which account we'll be charging when we write the check, and whom we should contact if something on the form is unclear. The right column is where you delineate the nature of your provider's fee. They may choose not to itemize their travel expenses and simply roll their estimated travel

costs into one flat fee. That's fine; in that case, all you'll complete is the "Fee Only" line. If they ask you to make their flight or hotel arrangements for them, write down the amount quoted you by Navigant or the hotel.

8. GROSS-UP THIS PAYMENT? Very rarely is this ever "Yes". What "grossing-up" means is that your department wants this person to receive the totaled dollar amount as their **net** pay, **after** taxes have been taken out. This means the actual dollar amount charged to your department would be higher. Since the United States doesn't require that taxes be taken out (instead, it's the payee's responsibility to report everything and pay what's due), this option is most frequently used when bringing in professionals from other countries.
9. Ignore the two dark grey boxes.
10. TO BE COMPLETED BY PROVIDER: The provider signs his/her agreement to do what you're wanting him/her to do. Also, if s/he charges travel expenses but provides sufficient documentation of his/her expenses, we don't need to report that part of his payment on a 1099.
11. Route the document for signatures, as detailed in the Process Checklist.