

Independent Contractor Hire Checklist

Contractor/Company Name: _____

	Action	Responsible Party	Completed
1	Identify need and discuss (if necessary) with Division Chair. Ensure funds are available	Division/Department	
2a	If Contractor has not worked for WJU before, request Resume and completed W9 tax form	Department	
2b	If the Contractor has student contact, a background check must be completed	Department	
3	Once materials are received (if necessary) a draft of the Independent Contractor Agreement is given to the Provost for approval	Department	
4	Upon approval, Provost's Office will forward contract back to department for distribution to Contractor	Provost's Office	
5	Once signed by Contractor, submit contract to Provost for final signature	Department	
6	Provost's Office keeps records of contract and other materials (2a and 2b) and forwards completed contract to department	Provost's Office	
7	Payment Request Form is created and submitted to Business Office for payment per contract details and timeline	Department	

March 17, 2015