



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 by the UAB department and submitted to grp-psf@uab365.onmicrosoft.com PRIOR to the services being performed.

I. PAYEE INFORMATION

NAME: _____ TERMINAL DEGREE (if any): _____ (e.g. MD, DMD, PhD, DVM)
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
Does this individual have any past or present relationship to UAB? _____ If Yes, Employee ID# _____
Is the individual currently receiving retirement benefits from TRS? _____ Is Payee a US Citizen? _____

II. SERVICE INFORMATION

Period(s) during which service is to be rendered (Limit to 1 year): Begin: _____ End: _____
**Total estimated payments: \$ _____ **Travel reimbursements should NOT be included in the estimated pay value
Review https://www.uab.edu/financialaffairs/policies/contract-thresholds for contract routing requirements Contract Required
Nature/Frequency of Payments: _____
Location (state and country) where services will be performed: _____
Is the service a lecture: _____ If YES – Attach flyer/brochure If NO – Provide detailed description of service below:

III. PLEASE SELECT YES (Y) OR NO (N) FOR ALL NON-LECTURE SERVICES:

Will UAB have a legal right to control how the service is 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 public (other businesses) as part of a trade or business? _____
Will UAB require the individual to be present in University at certain times/days to perform the service? _____

IV. DEPARTMENT CONTACT INFORMATION

Department Name: _____ Department Contact: _____
Department Signature: _____ Contact Email: _____
(only if required by department)

FINANCIAL AFFAIRS USE ONLY

_____ Independent Contractor Status Approved for payment through AP _____ Independent Contractor Status NOT Approved:
Review https://www.uab.edu/financialaffairs/buying/oracle-applications for supplier information _____ Process payment through Payroll Services
Review https://www.uab.edu/financialaffairs/doing-business/isupplier for iSupplier registration information _____ Pending NRA tax analysis

FINANCIAL AFFAIRS

DATE

To determine the next steps required to issue payment to the individual, please review https://www.uab.edu/financialaffairs/contracting/vendor-compliance.