

BOISE STATE UNIVERSITY INDEPENDENT CONTRACTOR CLASSIFICATION PROCESS OVERVIEW

Contracting for services with a potential independent contractor (IC) may require completion of the following:

- [Independent Contractor Classification Checklist](#)
- [Substitute W9/Direct Deposit form](#) – required if the individual/business is not already a vendor at Boise State University. If you are not sure, please contact the University’s Vendor Information Specialist at 426-2439.
- Contract – required for ALL ICs (if review of Classification Checklist determines the individual is an IC)
 - [Contract for Services](#) – use for ALL IC’s (consultants, contractors, special service, etc.)
 - [Local Engagement Agreement](#) – use for ALL IC’s (speakers, artists, performers or where the event is advertised, or merchandise is being sold)
- [Certificate of Insurance](#) – proof of insurance is required from contractors, vendors or performers providing products or services to Boise State University and is the responsibility of the department verify
- [OFC Blanket Purchase Agreement Number \(BPA\)](#) – Issued by Accounts payable upon completed classification review; Required to initiate and authorize a payment within OFC (substitutes the normal payment requisition and tracks all payments without encumbering funds)

PROCEDURAL STEPS:

BEFORE IC STATUS IS APPROVED BY ACCOUNTS PAYABLE

1. Read [BSU Policy 6150 Independent Contractor Services](#)
2. Complete the on-line Independent Contractor Classification Checklist and click submit (this will route to independent-contractor_ap@boisestate.edu for Employee or Independent Contractor determination.
3. If the Employee/Independent Contractor Classification Checklist results in an:
 - a. **Employee** classification – Accounts Payable will notify you to hire as a temporary or permanent employee. Contact Human Resource Services at 426-1616 for assistance with the hiring process.
 - b. **Independent Contractor** classification – Accounts Payable will notify you of the approval, the supplier number and a Blanket Purchase Agreement (BPA) number.

PLEASE NOTE: Eligibility for Independent Contractor status must be verified prior to service start date. Individuals who begin performing services before confirmation is received from Accounts Payable will be classified as employees and paid through Payroll.

4. Read [Certificate of Insurance](#) requirements for independent contractors. If you have any questions, please contact Risk Management at 426-3636.

AFTER IC STATUS IS APPROVED BY ACCOUNTS PAYABLE

5. Contract – either [Contract for Services](#) or [Local Engagement Agreement](#)– the department requesting the services of an independent contractor (individual or business entity) should finalize the contract providing as much detail as possible.
 - a. **A Contract is required for EVERY independent contractor assignment regardless of dollar value.**
 - b. **Please note: Any changes to the standard Contract for Services or Local Engagement Agreement (as provided on the University’s website) must be routed to Legal Counsel for review and approval.** Failure to do so may result in a delay in payment processing.
 - c. A copy of the Contract must be attached with every submission for payment.
 - d. A copy of the Independent Contractor invoice should be attached to the requisition.
6. [Blanket Purchase Agreement \(BPA\) number](#) – required for all payments to Independent Contractors.

PLEASE NOTE: Submitting a requisition for an independent contractor is different. Please see [JobAid Creating and Submitting Independent Contractor Requisitions](#).

What contract do I use? When does the contract require or not require General Counsel review?
<https://generalcounsel.boisestate.edu/contract-administration/contracts-requiring-review/>