



# THE RESEARCH FOUNDATION

## *The State University of New York*

### INDEPENDENT CONTRACTOR / CONSULTANT SERVICES FORM

<b>Name of Independent Contractor</b>			
Contractor ( <i>full name of person</i> ):			
Address:			
<b>Citizenship Status: *</b>			
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Resident Alien	<input type="checkbox"/> Nonresident Alien:	
		Visa/NAFTA status:	
		Country of citizenship:	
Project	Task	Award	Taxpayer Identification Number (TIN/SSN):
Fee: \$	Expenses: \$	Total: \$	

Dates of Service	
Description of Services	
Criteria for the classification of the person as an independent contractor (attach separate sheet if necessary)	

<b>CERTIFICATION OF THE PROJECT DIRECTOR</b>
I certify that the work to be performed is essential to the project, that the services cannot be provided by any other person receiving salary support under the grant, and that the rate is appropriate based on the qualifications of the selectee and the nature of the work to be done.
<hr style="width: 80%; margin: 0 auto;"/> <i>Signature of Project Director</i> <i>Date</i>

<b>PAYEE CERTIFICATION</b>
I certify that the above services have been performed, the above information is correct, and that the reimbursement claimed is a true and accurate representation. I am in compliance with all Federal, State and local requirements regarding reporting and paying taxes. The Research Foundation retains the right to use materials first created by the independent contractor in the conduct of this project to meet the requirements of the project's sponsor. The right retained by the Research Foundation does not apply to materials created by the independent contractor prior to their participation in this project. I realize by signing this contract I am not eligible to file or collect unemployment benefits and I am not eligible for workers' compensation coverage.
<hr style="width: 80%; margin: 0 auto;"/> <i>Independent Contractor Signature</i> <i>Date</i>

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
*(Operations Manager)*

\* Refer to reverse side of form for applicable definitions.

## **Citizens Status Definitions**

Resident Alien      The term applied by the IRS to a noncitizen in the U.S. who either holds an Alien Registration Receipt Card (INS-551), commonly known as a “Green Card,” representing approval from the U.S. Immigration and Naturalization Service to remain in the U.S. for an indefinite period of time, or meets the requirements of the substantial presence test for taxation and withholding purposes.

Nonresident Alien      The term applied by the Internal Revenue Service (IRS) to a person in the U.S. who is neither an U.S. citizen nor a resident alien.

### Visa Status

Nonresident aliens who have a visa must indicate the type of visa that they hold. The visa type can be obtained from the visa or from the alien's Arrival/Departure Record (Form I-94). The visa type determines the type of payment the nonresident alien can receive.

### NAFTA Status

*Canadian and Mexican* businesspersons can enter the U.S. under one of four categories covered under the North American Free Trade Agreement (NAFTA). Only two of the four categories apply to Research Foundation business. The alien must indicate that they are either a B-1 Temporary Business Visitor or a TN Professional.