**Independent Contractor Check List**

Date:

Notes:

**Name of IC:**

Person Requesting IC:

Chart string to Bill:

* Acct. Code: Services 523110; Expenses 523120

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund** | **Source** | **Dept.** | **Account Code** | **PC Bus Unit** | **Project ID** | **Activity** | **Program** | **Cost Code 1** | **Cost Code 2** |
|   |   |   |   |   |   |   |   |  |   |

**Background Check:**

\_\_\_\_\_ Background Check Request to HR Date submitted to HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Confirm with IC applicant that they received HR email with instructions

­ \_\_\_\_\_ Approval received from HR Date received approval from HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IC Documents Received:** Date Received Documents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Employee / Independent Contractor Determination Checklist

\_\_\_\_\_ Scope of Work

\_\_\_\_\_ Conflict of Interest (COI)

\_\_\_\_\_ W-9 Domestic or W-8Ben Foreign

\_\_\_\_\_ Passport - If of Foreign Region

\_\_\_\_\_ Foreign Vendor Creation Form

\_\_\_\_\_ Banking Information for Wire Transfer or ACH

\_\_\_\_\_ 709.1.1f - Foreign-Vendor-Withholding Assessment Form – If working in the U.S.

<https://financepolicy.unc.edu/files/2017/06/709.1.1f-Foreign-Vendor-Form.xlsx>

 \_\_\_\_\_ Visa Page

 \_\_\_\_\_ IRS Form I-94 - [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/%23/home)

\_\_\_\_\_ IC Service Agreement – If services are $10,000 or more

\_\_\_\_\_ Sole Source Justification – If services are $10,000 or more

\_\_\_\_\_ Waiver of Competition – If services are $10,000 or more

\_\_\_\_\_ Application for Registration as UNC Affiliate – If access is needed to UNC systems

**IC Approval Request:**

IC Form #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted in ConnectCarolina **(U.S. vendors only)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date email sent to IC Review **(foreign vendors only)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date emailed approval request to Business Manager **(U.S. vendors only)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Business Manager Approved in ConnectCarolina **(U.S. vendors only)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 IC Review approved through system or via email: Date IC Review Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ ConnectCarolina \_\_\_\_\_ Via email

\_\_\_\_\_ Print full version of EICDC approval, scan and save in IC’s e-folder. If

email approval, save approval to IC’s e-folder. Rename as IC Last name\_EICDC\_AP – YYYY-MM-DD.

**Notify IC / Requestor of Approval and Invoice Process:**

\_\_\_\_\_ Notified IC / Requestor of Approval Date sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Request:**

 **NOTE: U.S. vendors request through ConnectCarolina. Foreign vendors request using “Foreign Vendor Creation Form”**

Date requested:

 Date Created: