**Standard Email for IC Requests**

In order to hire an Independent Contractor (IC), the individual cannot be employed by UNC or another state agency, if so; the payment must be made through Dual Employment between the two agencies. If the individual has been employed with UNC-CH for less than 12 months, they will need to be hired as a temporary employee. If not, the following items listed below and attached are required:

1. Background Check – Waived if working outside the U.S., assignment is seven or less calendar days without any continuous relationship and involves supervised access to sensitive populations or sensitive facilities. As of October 13, 2017 all photography and video-related services must include background checks.
2. 708.1.1f - EICDC form - All IC agreements terminate after one full year of service. Submit a new IC form if services will continue after one year.
3. Scope of work (SOW) statement - Section 3 of EICDC form
4. Conflict of Interest Form (COI) - Only if funded from Office of Sponsored Research projects.
5. W-9 - If a U.S. citizen
6. W-8Ben - If of foreign region, a W-8Ben form must be completed, along with a copy of passport, visa, or ID is required
7. Foreign Vendor Creation Form – To set vendor up in the UNC Financial System
8. ACH – U.S. Banking Info – If paying US bank
9. Wire Transfer – International banking info form – If paying foreign bank
10. IC Invoice - Offered if IC does not have their own template. **Be sure to include invoice number, invoice date, date when service was provided and details of service provided.**

Additional items required ONLY if services are provided by a foreign alien in the U.S.:

1. 709.1.1f - Foreign-Vendor-Withholding Assessment Form –

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

12. Visa Page – Copy of Visa

13. IRS Form I-94 - <https://i94.cbp.dhs.gov/I94/#/home>

Additional items required ***ONLY*** if services are $10,000 or more

1. IC Services Agreement - Complete only if services are $10,000 or more. **IC to complete**
2. Waiver of Competition - Complete only if services are $10,000 or more. **Person making request**
3. Sole Source Justification - Needed only if services are $10,000 or more. **Person making request**

Affiliate Access

1. If IC needs access to any UNC systems an “Application for Registration as UNC Affiliate form” is needed.