
UAB PERSONAL SERVICES FORM

This form is used to apply for an individual to be paid as an independent contractor per the UAB Personal Services Policy. It should be completed by someone with direct knowledge of the services to be provided and should be processed prior to the services being performed.

INFORMATION ABOUT PAYEE

Individual to be Paid: _____

Is payee a U.S. citizen? Yes No

Home Address: _____
Street Address

If no, a nonresident alien (NRA)? Yes No

City _____ State _____ Zip _____

If NRA, country of residence: _____

Does this individual have any other relationship to UAB? No Yes If yes, indicate which of the following apply:
 UAB Faculty UAB Staff UAB Retiree Former UAB Faculty/Staff UAB Trainee/Fellow UAB Student Other (explain)

Is the individual currently receiving retirement benefits from Alabama Teachers Retirement? Yes No

Does the department anticipate appointing this person to the UAB Payroll in the future? Yes No If yes, please explain: _____

INFORMATION ABOUT SERVICE

Indicate which of the following are applicable to how payments for this service are to be made:

Per Hour Per Day Per Month Single Payment Upon Completion of Services Periodically Based Upon Percentage of Completion

Other(explain) _____

Period(s) during which service is expected to be rendered: _____

Total estimated amount of payments: _____

Type of service to be performed (see categories on back of form): _____

If type of service category if "Other", fully describe this particular service below:

Please attach copies of all applicable correspondence, drafted legal contracts, etc.

Will this individual be providing essentially the same service as a UAB employee does, in this or any other UAB department?..... Yes No
Will UAB have a legal *right* to control how the service will be performed or to require compliance with UAB instructions?..... Yes No
Will this individual be supervising or directing UAB employees as part of the service provided?..... Yes No
Will the service be performed/provided away from UAB premises? (If so, explain)..... Yes No
Will this individual be providing his/her own equipment/tools/materials? (If so, explain)..... Yes No
Will UAB employees provide any training to this individual as to how to perform this service?..... Yes No
Has this individual previously been paid by any UAB department as a UAB employee to perform similar tasks?..... Yes No

INFORMATION ABOUT UAB DEPARTMENT RECEIVING THE SERVICE

For questions concerning this contractor engagement, contact:

Contact Name _____

Department _____

Campus Address _____

Phone Extension _____

Approval/disapproval notice to be mailed to Contact? Yes No

If no, indicate who should receive notice:

Name _____

Department _____

Campus Address _____

DEPARTMENTAL CERTIFICATION:

Printed Name

Signature Date

FOR UAB CENTRAL ACCOUNTING ONLY:

Independent contractor status approved? Yes No

Central Approval Stamp:

UAB PERSONAL SERVICES FORM INSTRUCTIONS

(Also see the UAB Financial Affairs website for more detailed instructions.)

Purpose Of This Form

This form is used to apply for an individual to be paid as an independent contractor per the UAB Personal Services Policy. It should be completed and certified by someone with direct knowledge of the services to be provided, and it should be processed prior to any of the services being performed. This form should be submitted to the Office of the Executive Director of Accounting (AB921 Zip0109).

Description of Services Performed

If the services to be performed by the individual can be classified into one of the following common categories listed below, indicate the appropriate code in the space provided on the front of the form. Current descriptions of the official categories listed below may be viewed on the UAB Financial Affairs web site.

Technical Research Consultant (RESC)
Curriculum Consultant (CURR)
Computer Consultant (COMC)
Supervised Computer Programmer (SCPR)
Software Developer/Database or System Designer/
Independent Computer Network Administrator (COMP)
Administrative/Financial Consultant (ADCN)
Evaluation Committee Member (EVAL)

Credit Course Instructor (CCIN)
Noncredit Course Instructor (NCIN)
Tutor (TUTR)
Teaching Assistant (TASS)
Independent Lecturer (LECT)
Examiner (EXAM)
Instructional Student Lab Attendant (ILAB)
On-Campus Student Supervisor (CSSP)
Off-Campus Student Supervisor (OSSP)
Artist Model* (AMOD)
Patient Model* (PMOD)

Performing Artist* (PERF)
Stagehand (STAG)
Usher/Ticket-Taker (USHR)
First Aid Personnel For Events (FAID)
Athletics Official/Referee* (ATHL)
Judge* (JUDG)

Medical Lab Technician (MLAB)
Research Lab Technician (RLAB)
Research Assistant (RASS)
Research Data Collector (DATA)
Research Subject/Participant* (SUBJ)

Interpreter/Translator* (INTR)
Independent Mailing Contractor (MAIL)
Supervised Mailing Assistant (SMAL)
Independent Transcriber/Typist/Data Keyer (ITYP)
Secretary/Office Worker (SECR)
Home Healthcare Provider (NURC)

Security Guard (SECU)
Waiter/Waitress (WAIT)
Cashier (CASH)
Host/Hostess (HOST)
Housekeeper (HSKP)
Valet Parker (VALP)

* These workers will be classified as independent contractors regardless of whether or not they are otherwise employed by UAB to perform other work.

If the services to be performed do not fit the descriptions of the categories listed, provide a detailed description of the services, along with copies of applicable correspondence, draft contracts, or other descriptive materials.

Payments

If independent contractor status is approved, a copy of the pre-approved Personal Services Form must be scanned in as official documentation for each applicable payment request, whether for fees or for travel reimbursements. However, if independent contractor status is denied, the individual will have to be set up using the Oracle HR ACT online screen, because payments will have to be processed through the payroll system.

The contractor's federal tax identification number (TIN) must be certified by having the individual contractor complete an IRS Form W-9 (or if a nonresident alien, then a IRS Form W-8) and sign it. A copy of the certified W-9 / W-8 must be scanned in as official documentation for each applicable payment request. Contact the UAB Center for International Programs (HUC 318, Ext. 4-3328) if you have questions about TINs for nonresident aliens.

Independent contractors may choose to account to UAB for certain travel expenses in accordance with UAB's independent contractor accountable travel plan. If the contractor chooses to participate, s/he is required to pay such expenses personally and then apply for reimbursement using UAB's official Individual Independent Contractor Travel Expense Report. This expense report must be certified by the independent contractor and scanned in as official documentation for each applicable travel reimbursement payment request, along with copies of the approved Personal Services Form and the certified IRS Form W-9 (or W-8).

Blank Forms

Blank Personal Services Forms, blank IRS Form W-9s/W-8s, and Individual Independent Contractor Travel Expense Reports should be printed directly off of the UAB Financial Affairs' "Personal Services" website. Questions regarding the use of the UAB Personal Services Form or regarding the UAB Personal Services Policy may be addressed to Ms. Julie Maddox in the Office of the Executive Director of Accounting (Ext. 6-4549).