



Requisition # _____

INDEPENDENT CONTRACTOR SERVICES FORM

Name of Independent Contractor				
Are you a SUNY employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you an RF employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Contractor (full name of person):				
Address:				
Citizenship Status:*				
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Resident Alien	<input type="checkbox"/> Nonresident Alien:		
			Visa/NAFTA status:	
			Country of citizenship:	
Estimated Reimbursement \$	Project	Task	Award	Taxpayer Identification Number (TIN/SSN):
Fee: \$	Expenses: \$		Total: \$	

Scheduled Dates of Performance	
Name of country where services are to be performed	
Description of Services to be performed	
Criteria for the classification of the person as an independent contractor (attach separate sheet if necessary)	
Contractor Selection Criteria	

*****Please attach a Resume*****

CERTIFICATION OF THE PROJECT DIRECTOR	
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.	
_____	_____
<i>Signature of the Project Director</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 business persons 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.