**FOR INTERNAL USE ONLY**



**Independent Contractor Information**

**Complete and email to Katie Jackman (****kkthomps@samford.edu****) with applicable**

**Independent Contractor specifications, riders, addenda, diagrams, and other information**

**Name of Independent Contractor**:

**Independent Contractor Agent/Company** **(if any; include contact info):**

**Description of services to be provided**:

**Deliverable to be provided to Samford:**

**Commencement and Completion dates of work:**

**Description of event/presentation, including date(s)/time(s), venue, topic (if applicable):**

**Intellectual Property Created? Yes/No (circle one)**

**Amount(s) & Dates of Samford Payments; Method of Payment; Name of Payee:**

**Independent Contractor Email:**

**Independent Contractor Mobile Phone:**

**Independent Contractor Mailing Address (no P.O. Box):**

**Samford Contact Person, Email and Phone:**

**Sponsoring Samford Unit:**

**Will Samford Reimburse Travel-Related Expenses? Yes / No (circle one)**

 **If yes, check or complete appropriate items: number of persons in travel party \_\_\_;**

 **flights \_\_\_\_ (departing airport \_\_\_\_\_\_\_\_\_\_\_\_\_); mileage \_\_\_; rental car \_\_\_;**

 **Uber/Lyft/ Taxi \_\_\_; meals \_\_\_; hotel \_\_\_\_\_\_ (number of hotel nights \_\_\_);**

 **other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Instructions:**

**Note: Please request an IRS Form W-9 from the Independent Contractor and work with Accounting to ensure Independent Contractor is set up as a vendor.**