

INDEPENDENT CONTRACTOR'S AGREEMENT

I. INDEPENDENT CONTRACTOR INFORMATION (all information is required, including answering the questions below)

Last name	First name	Middle initial
Name of business (if other than above)		Social Security Number/ITIN or EIN

Contractor must complete and attach **BCN Vendor Registration Substitute W-9 form** (forms can be downloaded from <http://www.bcn-nshe.org/downloads/?deptID=Purchasing>), as Pages 9 and 10 of this agreement.

A) Does NSHE pay others, as employees, who perform the same duties that are to be performed by this independent contractor? ☐ Yes ☐ No

B) Is the recommended independent contractor a current or former (within the current calendar year) employee of any institution of the Nevada System of Higher Education (which includes College of Southern Nevada, Desert Research Institute, Great Basin College, Nevada State College, Truckee Meadows Community College, University of Nevada, Las Vegas, University of Nevada, Reno, Western Nevada College or any NSHE Offices)? ☐ Yes ☐ No

If the answer to question A or B is "Yes", do not proceed with this form. Process the payment on an employment document.

C) Is the recommended independent contractor a member of the same household as a NSHE employee? ☐ Yes ☐ No

If the answer to question C is "Yes", do not proceed with this form. Under the Board of Regents "Conflict of Interest" policy (B/R Handbook, Title 4, Chapter 10), payment is not allowed.

D) Does the Contractor's business have a principal who is a current or former Nevada State employee? ☐ Yes ☐ No

If "Yes", Contractor must provide TMCC with a current Certificate of Good Standing issued by the Nevada Secretary of State.

E) Is the recommended independent contractor a U.S. citizen or lawful permanent resident (green card holder)? ☐ Yes ☐ No

If the answer to question E is "No", contact the Cashier's Office for additional documentation requirements and approval of Section VI, Foreign National.

II. CONTRACT EFFECTIVE DATES, SCOPE OF SERVICES AND PAYMENT TERMS

This Contract shall be effective from _____ to _____.

(A) Explain in detail what the independent contractor will do (*specifically what will be done, where the work will be accomplished, and when the work will be completed*).