Payments to Individuals

Review BEFORE services are provided
Excludes Students, Employees and Reimbursements

START HERE

Is the Individual a US Citizen, Permanent Resident or Green Card Holder?

Yes

Is this individual setup in WFS as a vendor (i.e. has Wesleyan paid this individual before)?

No

Have the individual complete a Substitute W-9 for Individuals and send to ap@wesleyan.edu. Once complete - proceed to the Red Box (Is the payment $500 or less)

Yes

Have the individual complete a FNIF and wait to hear back from Christine Rodrigue for instructions on ability to pay and taxes. Did Christine confirm that the individual can be paid? If Yes, proceed to the red box, in No - STOP - this individual can't be paid.

Is the payment $500 or less?

No

Is the person a speaker and/or performer?

Yes

Have the individual complete and sign the standard University contract. If charging a grant, attach the contract to the voucher for payment.

No

Have the individual complete a FNIF and wait to hear back from Christine Rodrigue for instructions on ability to pay and taxes. Did Christine confirm that the individual can be paid? If Yes, proceed to the red box, in No - STOP - this individual can't be paid.

Complete the Independent Contractor Checklist - Did you answer "NO" to at least 11 questions?

Yes

Send event information and completed checklist to Melanie Messier for determination of Employee or Independent Contractor. Did Melanie determine that this is an Independent Contractor?

No

This payment must be processed through Payroll. See Payments to Individuals Paid as Employees Flow Chart

No

Did you answer "No" to 10 questions (and "Yes to 10 questions)?

Yes

Submit Voucher with Supporting Documentation for Payment

No

Have the individual complete and sign speaker/performer contract. If charging a grant, attach the contract to the voucher for payment.

Please contact Dave Winakor for any contract related questions.

Please contract Christine Rodrigue for any tax related questions.