**Payments to Individuals **

*Review BEFORE services are provided*

Excludes Students, Employees and Reimbursements

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**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)?
      - Yes
        - Have the individual complete an FNIF and wait to hear back from Christine Rodrigue that the individual has the ability to work and what additional documents needs to be collected. If the individual is able to accept payments, Christine will determine U.S. Residency Status. Is the individual a Non Resident Alien?
      - No
        - Complete the Independent Contractor Checklist - Did you answer “NO” to at least 11 questions?
          - Yes
            - Did you answer “No” to 10 questions (and “Yes” to 10 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
            - Submit Voucher with Supporting Documentation for Payment
    - No
      - Is the individual providing services more than once?
        - 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
          - Have the individual complete an FNIF and wait to hear back from Christine Rodrigue that the individual has the ability to work and what additional documents needs to be collected. If the individual is able to accept payments, Christine will determine U.S. Residency Status. Is the individual a Non Resident Alien?
      - No
        - Complete the Independent Contractor Checklist - Did you answer “NO” to at least 11 questions?
          - Yes
            - Did you answer “No” to 10 questions (and “Yes” to 10 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
            - Submit Voucher with Supporting Documentation for Payment
      - 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)
  - No
    - Is the payment $500 or less?
      - Yes
        - Submit Voucher with Supporting Documentation for Payment
      - No
        - Is the person a speaker and/or performer?
          - Yes
            - Have the individual complete and sign speaker/performer contract. Attach the contract to the voucher for payment.
          - No
            - Have the individual complete and sign the standard University contract. Attach the contract to the voucher for payment.