

Michigan State University
Honoraria/Speaker/Performer Checklist
(U.S. citizens and permanent residents only)

Is the service provider currently an MSU student, or work for MSU as a paid employee?

Yes
No

Does the university expect to hire the service provider as an employee to provide the same or similar services immediately following the termination of the activity for which he/she is receiving the payment?

Yes
No

If the answer is "Yes" to EITHER of the above questions, the service provider must be classified as an EMPLOYEE and paid through the normal HR/Payroll process. Please contact Human Resources.

If the answer is "No" to BOTH the above questions, please proceed.

Vendor Identification

Name: _____

Country of permanent residence: _____

Nature of Services Provided

Lecture, seminar or address Entertainer
Workshop or committee meeting Other
Artistic performance

Brief Description of Services: _____

Location Where Services are to be Performed: _____

Date of Service: _____ Account No. _____ Amount _____

Does vendor already exist in EBS?

Yes
No Obtain W-9 from service provider, and enter new vendor document in EBS

Documentation (check one or more)

Event flyer or announcement
Invitation letter or email
Service provider contact (Contracts must be routed to the Purchasing Department for signature)
Other

If selected Other, please explain: _____

This checklist, and other documentation (flyer, invitation, etc.), must be attached to the DV when making payment.

By processing and approving payment, the fiscal officer confirms that the statements below are true and, therefore, the service provider is an independent contractor.

The above-referenced service provider presented a lecture or address, conducted a training session as a one-time or occasional speaker, or presented a performance.

The service provider is not a current employee or student at Michigan State University. The service provider does not receive extensive instructions on how to perform his/her job.

The service provider does provide or could be available to perform this job at other businesses/schools. The service provider does not receive benefits from Michigan State University.

The university and the service provider agree, either in writing or orally, that the relationship is strictly that of an independent contractor.