

**VALPARAISO UNIVERSITY  
INDEPENDENT CONTRACTOR AGREEMENT**

To: \_\_\_\_\_

Thank you for agreeing to provide services to Valparaiso University (VU) in the following manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You and VU agree that you are acting as an independent contractor and not as an employee of VU. Accordingly, you will not receive any employee benefits and shall receive a check in the gross sum of \$\_\_\_\_\_. IRS form 1099 will be sent to you if you accumulate annual earning of \$600.00 or more in the previous calendar year as an independent contractor working for Valparaiso University.

As an independent contractor, you are responsible for carrying your own insurance, including any required workers compensation coverage.

**VU requires that you acknowledge this letter by signing and returning** it to the VU Procurement Office via fax 219-464-6716, email: [VU.Purchasing@valpo.edu](mailto:VU.Purchasing@valpo.edu) or US mail:  
Valparaiso University  
Procurement Office  
1700 Chapel Dr.  
Valparaiso, IN 46383-4245

IRS form W-9 form must be submitted with this acknowledgement the first time you provide services to VU. Once VU has your IRS form W-9 on file there is no need to send it to us again.

Sincerely,

\_\_\_\_\_  
(Hiring Department Representative)      Date

**Acknowledgement**

I agree to the terms of this letter. I understand this is required in order to receive payment for my service.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date