

**VALPARAISO UNIVERSITY
INDEPENDENT CONTRACTOR AGREEMENT**

To: _____

Thank you for agreeing to provide services to Valparaiso University on campus in the following manner: (to be filled out by Valparaiso University hiring department)

Description of Service: _____

Rate or Fee For Services: _____

Date(s) or time-frame for service: _____

Does this agreement cover the entire fiscal year? Yes No _____

You and Valparaiso University agree that you are acting as an independent contractor and not as an employee of Valparaiso University. 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 earnings of \$600.00 or more in a 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 Valparaiso University Procurement Office via fax 219-464-6716, email: VU.Purchasing@valpo.edu or US mail:

Valparaiso University
Procurement Office
1700 Chapel Dr.
Valparaiso, IN 46383-4245

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

Sincerely,

(Hiring Department Representative) Date

Hiring department must fill in all fields above this line and sign the agreement **before** it is sent to the independent contract.

Independent contractor section only:

Acknowledgement

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

Printed Name

Signature

Date