

## Forms required for Program Reviewers, Consultants, Invited Guests, & others who are performing a service for/at the University

1. Independent Contractor Questionnaire (ICQ) - name must be indicated on form, and indicate 'yes' to the 3<sup>rd</sup> question in Section 1.  
[Link to ICQ Form \(copy & paste\):](https://wpconnect.wpunj.edu/finance/IndependentContractorQuestionnaire/Independent%20Contractor%20Questionnaire.pdf)  
<https://wpconnect.wpunj.edu/finance/IndependentContractorQuestionnaire/Independent%20Contractor%20Questionnaire.pdf>
2. Independent Contractor Agreement (ICA) - to be completed and signed by the inviting WPU Employee before sending to the IC.  
***NOTE: WPU Employee signs on the top section of the ICA signature page, and the IC signs on the bottom portion of the signature page***  
[Link to ICA Form \(copy & paste\):](https://wpconnect.wpunj.edu/emps/eforms/accounts_payable/Independent%20Contractor%20Agreement%20Template%20V1.pdf)  
[https://wpconnect.wpunj.edu/emps/eforms/accounts\\_payable/Independent%20Contractor%20Agreement%20Template%20V1.pdf](https://wpconnect.wpunj.edu/emps/eforms/accounts_payable/Independent%20Contractor%20Agreement%20Template%20V1.pdf)
3. ACH Form (Direct Deposit)  
[Link to ACH Form:](#)  
Contact Purchasing as this form is issued by request only: [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu)
4. W-9 (needed only if IC is not established with WPU)  
[Link to W-9 Form \(copy & paste\):](https://www.wpunj.edu/purchasing/assets-protected/forms/WPUNJ_W9_Jan2019.pdf)  
[https://www.wpunj.edu/purchasing/assets-protected/forms/WPUNJ\\_W9\\_Jan2019.pdf](https://www.wpunj.edu/purchasing/assets-protected/forms/WPUNJ_W9_Jan2019.pdf)

All forms are emailed to the Independent Contractor (IC) **as .pdf files only**. When all forms above are returned completed from the IC, they are processed to the following areas as **.pdf files**:

1. ICQ is emailed to Accounts Payable: [ICA & ICQ Contracts](#)
2. ICA is emailed to the Office of General Council: [Office of General Council ICA](#) for the Controller's signature
3. ACH Form (Direct Deposit) is emailed to Purchasing: [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu)
4. W-9 is emailed to Purchasing: [purchasing@wpunj.edu](mailto:purchasing@wpunj.edu)

Once Purchasing sends the IC's 855 ID number, a requisition can be entered to generate the PO# needed to process the payment when services are complete.

When services are completed, the PO# is affixed to the ICA with an 'OK to pay', date and signature acknowledging that the service(s) were satisfied. It is then emailed, with any receipts if applicable, as **one .pdf file** to Accounts Payable for the payment to be released: [ICA & ICQ Contracts](#)

### Acronym Definitions:

IC = Independent Contractor (speaker, program reviewer, etc.)

ICA = Independent Contractor Agreement

ICQ = Independent Contractor Questionnaire

ACH = Automated Clearing House (Direct Deposit)