

Independent Contractor Process

Overview

School of Government Services, Inc. assists faculty and staff at the UNC School of Government in carrying out its important mission: to improve the lives of North Carolinians by engaging in practical scholarship that helps public officials and citizens understand and improve state and local government. It is a non-profit corporation and an official associated entity of the School of Government at The University of North Carolina at Chapel Hill.

SOG Services recognizes the importance of in working with independent contractors in carrying out our mission. Read below for more information on what to expect when hiring an independent contractor with SOG Services.

What to Expect

Below, you will find required paperwork that will need to be completed during this process, as well as key details about providing services and making payment:

Independent Contractor form: This form will be initiated by SOG Services Business Office and sent via DocuSign, to be completed by the following individuals:

- **Independent Contractor** – verifies general information, provides contact information and completes a compliance questionnaire.
- **Department Contact** – completes general information about the engagement, including dates, location of services, scope of work, funding source, and fees. If the contractor should be reimbursed for expenses, such as for travel or for supplies, this should also be notated on the form, along with an estimate of total expenses to be reimbursed.
- **SOG Services Business Office** – reviews provided information and signs for final approval.
- **In cases where the engagement is longer than one week, or the total contracted amount is greater than \$10,000, a Master Services agreement and detailed scope of work will also be required, to be signed by the contractor and SOG Services.*

W-9 form: The independent contractor will be directed to submit an IRS Form W-9 form through our secure online provider, Intuit (Quickbooks). The SOG Services Business Office will initiate a request to collect the W-9 after the independent contractor form is completed.

- If this is a repeat engagement, we will verify that information has not been changed and/or collect an updated W-9.

Providing Services: Work can only begin when the independent contractor paperwork has been finalized. The department contact should coordinate with the independent contractor to confirm any details of the engagement, such as timing, reporting requirements, etc.

- **If reimbursement for travel is required**, please note the following:
 - Mileage is reimbursed at federal rates, which are currently \$0.70/ mile up to 350 miles, and \$0.35 after 350 miles. A map is required for reimbursement.
 - Meals will be reimbursed using federal per diem rates, which depend on dates of travel and location. No alcohol will be reimbursed.
 - Other expenses, including car rentals, ride services, parking, etc. will require itemized receipts to be approved for reimbursement.

Payment:

- Payment will be made according to the agreed upon schedule, typically after work is complete, **upon receipt of an invoice**.
- **Independent Contractors should submit their invoice(s) to the department contact for review and approval.**
 - Include an itemized list of expenses to be reimbursed in the invoice, or use the [SOG Non-Employee Travel Reimbursement Form](#) to provide these details.
Receipts and map for mileage must also be included.
- When the invoice and all supporting documentation have been received, SOG Services will issue payment via a check mailed to the address listed in the independent contractor paperwork.