



## Hiring a Non-Employee Independent Contractor

Please read and follow these instructions to ensure timely processing of the hiring documents you submit to the *Vice President of Business & Administrative Services (VPBAS)*. **Services may not be provided without a fully executed contract on record with Shoreline Community College.**

**DEFINITION:** A short-term, non-employee, independent contractor or vendor may be an individual or a small business that is hired for services they will provide during a single fiscal year that WILL NOT exceed a total expense of \$10,000.00 (all taxes included).

1. Click <https://www.shoreline.edu/intranet/forms.aspx> to download the template and forms needed.
  - Contract Signing Protocol
  - Employee or Independent Contractor Guide (See Step 4. below)
  - Non-employee Agreement for Services (NEAFS)

2. Complete the *Non-Employee Agreement for Services (NEAFS)* template, entering all required data within the [bracketed] areas. The agreement must include a contract start date, a contract end date, the cost of services, and a complete ctcLink budget code.

**NOTES:** If the budget is a grant or capital project, the budget chartfield string must include a *project* code and an *activity* code. These codes may be alpha, numeric, or alphanumeric. Save the NEAFS as a PDF document and send to contractor for their signature and date.

Wet signatures and scans are acceptable. Please ensure the scan is clear and legible.

3. Click [IRS W-9](#) to download this tax form and send to contractor for completion, signature, and date. **Only the first page needs to be returned by contractor.** Please discard the instructional pages of the W-9 form.
4. **If the contractor is using their Social Security Number on the IRS W-9 form**, complete the *Employee or Independent Contractor Guide* and send to the Executive Director of Human Resources with completed, signed, and dated NEAFS and W-9 for review and signature approval. This form is used for auditing purposes to ensure the College, as a state agency, is not hiring contractors for work that is intended to be performed by employees of the College.
5. Complete the *Contract Signing Protocol* document to ensure that you as the hiring agent have reviewed the contract carefully for accurate scope of work, expected deliverables (outcomes), legal issues, insurance and/or liability issues, adequate budget resources, reasonable fees/compensation (market competitive), and any technology that may be required to fulfill the contract.
6. Combine the *NEAFS*, contractor/vendor W-9, *Employee or Independent Contractor Guide* (as applicable), and *Contract Signing Protocol* documents into one PDF document. Send via Adobe Sign to the VP of Business & Administrative Services for final review and signature approval.
7. Send fully executed copy of NEAFS PDF file to Purchasing & Procurement Supply Specialist 3 ([purchasing@shoreline.edu](mailto:purchasing@shoreline.edu)) for contractor/vendor setup with Supplier ID in ctcLink. This allows the College to issue payment upon completion of services and receipt of invoice from contractor/vendor.