

Paying a Consultant

In order to pay a consultant or independent contractor at UVM there are a number of pieces of paperwork that need to be completed and that will necessarily involve the consultant. The MMG office will assist with putting everything in place and making sure the consultant is paid.

To kick off the process, please provide the business office with the following information:

- Legal name of Consultant
- Dba name if applicable
- Address of the Consultant
- Hourly rate (unless it is a flat rate)
- Number of hours worked
- Will there be any other expenses such as travel
- If you expect them to continue working with you and about how many hours that will be
- Scope of work being performed
- Dates of the work being performed

Other Documents

- **W-9** – The consultant will have to fill out and sign a W-9 unless UVM already has one on file
- **Service Agreement** – If the total amount is over \$1,000 the consultant will need to sign a service agreement
- **Invoice** – Consultant will need to provide an invoice for actual hours worked every month or every other month

Other protocols and processes

- If the amount expected to be paid is \$5,000 or greater, the Service Agreement will need to go through a review by Purchasing Services which can add 2-4 weeks to the process
- If you need to pay a foreign individual or company, it may take a little bit longer to process