

Information:

Drawer: Finance

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C089466

Invoice Date:

PO Number:

Check Number: 0282255

Check Amount: \$ 2,000.00

Check Date: 06/22/2021

Voucher Number: V0687251

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

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From: Pallasch, Irene <pallasch@cod.edu>  
Sent: Tue Jun 08 12:48:25 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Robert Broom - IC89466 - \$2000 - 6/08/21  
-----

Hi MariVic—Re-Submitting Robert Broom. (Signature Date Revised, and initialed by Dan Bindert)  
Thanks,  
Irene

Irene Pallasch  
Administrative Assistant  
90.9FM WDCB Public Radio  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
630.942.4295  
[pallasch@cod.edu](mailto:pallasch@cod.edu)

[attachment: Robert Broom - IC89466 - \$2000 - REVISED.pdf]

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From: Pallasch, Irene <pallasch@cod.edu>  
Sent: Fri May 28 14:46:01 CDT 2021  
To: invoicing@cod.edu  
CC: scottk@cod.edu  
Subject: PAY: Robert Broom - IC89466 - \$2,000 - 5/28/21  
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Hi MariVic,

Please process the attached IC for Robert Broom for WDCB—the W9 is attached.

We must have the check to present to him at the time of performance--July 8, 2021. If you can process it in the 6/10/21 checkrun that would be great, otherwise we MUST have it done for the 6/24/21 last checkrun. When it's ready. . . please contact me and copy Ken Scott so we can make arrangements on how/when to pick it up from A/P. There is a possibility (depending on when it's ready) that I may be on VAC—if I am, Ken will handle it. Thanks! Irene

Robert Broom – VN#1493222  
CO89466, dated 5/28/21  
GL# 05-90-00829-5309001  
\$2,000

Irene Pallasch  
Administrative Assistant  
90.9FM WDCB Public Radio  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
630.942.4295  
[pallasch@cod.edu](mailto:pallasch@cod.edu)

[attachment: Robert Broom - CO89466 - \$2000 (+W9) - 5-28-21.pdf]

College of DuPage

AGREEMENT APPROVED

JOYCE SEKERKA 6.15.21

\* Independent Contractor

\*CHECK TO BE PICKED UP AND READY PRIOR TO SERVICE DATE.

Agreement

(Not to be used for contracts in excess of \$5,000.00)

Contact Irene  
and Ken Scott  
when ready

VENDOR NUMBER

1193222

AGREEMENT  
NUMBER:

C089466

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
05	90	00829	5309001	\$2,000
Purchasing				DATE / /

## PART I. Complete PRIOR to performance of contractual services.

Name Robert Broom

Tax I.D. #/S.S. #

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM)

Phone Number 773 607-5621

(No college employee may be paid as an independent contractor.)

Street 1327 Dobson StCity, State, Zip Code Everston IL 60002Agrees to perform on Thur July 8, 2021

the following services for the College of DuPage:

will provide trio for WDCB Music and a Movie  
at Fitzgerald's in Berwyn 7-8pm. Set will  
be live broadcast on WDCB

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 2000.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

- ☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

DEPARTMENT AUTHORIZED SIGNATOR

DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.

(Must Check One)

- ☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.
- ☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

5/27/21

SIGNATURE OF INDEPENDENT CONTRACTOR

DATE

## PART II. Complete AFTER performance of contractual services.

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full. (Payment is to be made only after completion of the contractual service.)

COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

\*See board policy, procedures and instructions on reverse side.  
(This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor

C/D 1592 (Rev. 9/14)

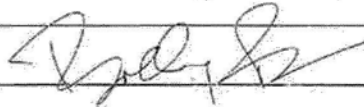
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign  
Here**

Signature of  
U.S. person ▶



Date ▶ 5/27/21

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.