

Information:

Drawer: Finance

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

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

Invoice Number: C910209

Invoice Date:

PO Number:

Check Number: 0282339

Check Amount: \$ 100.00

Check Date: 06/22/2021

Voucher Number: V0686969

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

From: Fanelli Munguia, Catherine <munguiac@cod.edu>
Sent: Wed May 26 13:53:39 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Petersen Independent Contractor Form

Please find attached an independent contractor form for processing.

Thank you,
Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality
College of DuPage

Google Voice: 630-442-0156
630-942-2596
munguiac@cod.edu

[attachment: W9 PETERSEN complete .pdf]

[attachment: Petersen Music Fridays 4.7.21 Independent Contractor Form COMPLETED .pdf]

College of DuPage
*** Independent Contractor**
Agreement

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

* After final approver signs the completed form, send to invoicing@cod.edu.

VENDOR NUMBER				
1632174				
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	20	00423	5302001	100.00
APPROVED—Supervisor, Purchasing				DATE
AGREEMENT APPROVED				
JOYCE SEKERKA 6.15.21				

PART I. Complete PRIOR to performance of contractual services.

***FORMATTING ISSUE(4) OKAY AS CHECKMARK.**

Name Katherine Petersen Tax I.D. #/S.S. # [REDACTED] (THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM) (RM W-9 ATTACHED)

Phone Number (978) 319-3323 (No college employee may be paid as an independent contractor.)

Street 1248 West Rosedale Ave. Apt. 1

City, State, Zip Code Chicago, IL, 60660

Agrees to perform on April 9, 2021 the following services for the College of DuPage:

Music Fridays Performance

APPROVED
06/21/21 - ANTHONY RAMOS

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

The sum of \$ 100.00 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.

Anthony Ramos Digitally signed by Anthony Ramos
Date: 2021.04.08 07:50:53 -05'00'
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.

SIGNATURE OF INDEPENDENT CONTRACTOR Katherine Petersen DATE 03/28/2021

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.)

Anthony Ramos Digitally signed by Anthony Ramos
Date: 2021.05.26 11:16:02 -05'00'
COLLEGE AUTHORIZED SIGNATURE

DATE

COUNTER SIGNATOR (OPTIONAL)

DATE

PAULA BURNS 06/21/21

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

Form **W-9** (Rev. 12-2014)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Katherine Petersen

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☒ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____

Exemption from FATCA reporting
code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

1248 West Rosedale Ave. Apt. 1

Requester's name and address (optional)

6 City, state, and ZIP code

Chicago, IL 60660

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

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.

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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.

Independent Contractors

I. Board Policy #15-465

Employee vs. Independent Contractor

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

II. Board Procedure for Policy #15-465

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

III. Instructions For Completion of Independent Contractor Agreement

A. PRIOR to Performance of Services

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

Wait to distribute other copies until after completion of Part II.

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

B. AFTER Performance of Services

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Fri Jun 04 11:14:44 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: [External] Music Fridays at COD

From: Katherine Petersen <pianopetersen@gmail.com>
Sent: Friday, June 4, 2021 11:13 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Fanelli Munguia, Catherine <munguiac@cod.edu>
Subject: Fwd: [External] Music Fridays at COD

Dear Bethany,

I'm forwarding this e-mail chain in response to the e-mail received from Cassi today. The completed W9 with signature was sent to Cassi on April 9th. Can you please confirm when the check will be sent? At this point now two months after the concert, I'm troubled by how disorganized this process has been and that payment still hasn't been processed though my materials were received on time.

Thanks so much for your attention on this!

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
Artist Director, Society of American Musicians

www.katherinepetersen.com
www.musicinst.org
www.samusicians.com

Begin forwarded message:

From: Katherine Petersen <pianopetersen@gmail.com>
Subject: Fwd: [External] Music Fridays at COD
Date: June 4, 2021 at 11:06:25 AM CDT
To: "Fanelli Munguia, Catherine" <munguiac@cod.edu>

Hi Cassie,

I received your email. I'm forwarding you the original e-mail with PDF attachment in which I did send you a filled and signed version on April 9th as I realized the previous version I had sent hadn't saved the signature.

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
Artist Director, Society of American Musicians

www.katherinepetersen.com
www.musicinst.org
www.samusicians.com

Begin forwarded message:

From: Katherine Petersen <pianopetersen@gmail.com>
Subject: Re: [External] Music Fridays at COD
Date: April 9, 2021 at 4:30:38 PM CDT
To: "Fanelli Munguia, Catherine" <munguiac@cod.edu>

Hi Cassi,

I'm realizing that the copy of the W9 I sent you wasn't signed. Re-attaching here again a version that is signed. Sorry about the back and forth. I've been trying to use the fill and sign function more, but it doesn't always work as intended on my mac.

Thanks!

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
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www.musicinst.org
www.samusicians.com

On Apr 7, 2021, at 10:00 AM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

Yes, that worked. Thank you so much!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality
Google Voice: 630-442-0156

From: Katherine Petersen <pianopetersen@gmail.com>

Sent: Tuesday, April 6, 2021 12:47 PM

To: Fanelli Munguia, Catherine <munguiac@cod.edu>

Subject: Re: [External] Music Fridays at COD

Hi Cassi,

Thank you for the clarification, I see what happened now. It appears my “fill and sign” function on Adobe wasn’t saving some of my answers, but I think I’ve got it now. Can you check this attachment and tell me if it looks right?

Thanks,

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
Artist Director, Society of American Musicians

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www.musicinst.org

www.samusicians.com

On Apr 6, 2021, at 10:26 AM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

There is a sentence highlighted with two check boxes underneath it.

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality

From: Katherine Petersen <pianopetersen@gmail.com>

Sent: Tuesday, March 30, 2021 1:25 PM

To: Fanelli Munguia, Catherine <munguiac@cod.edu>

Subject: Re: [External] Music Fridays at COD

Hi Cassi,

Would you mind clarifying where and on which forms? I just took a peak at both, and I'm not sure I see what you're referring to.

Thanks!

--

Katherine Petersen

pianist

Doctor of Music, McGill University

Piano Faculty, Music Institute of Chicago

Pianist, Duo FAE

Artist Director, Society of American Musicians

www.katherinepetersen.com

www.musicinst.org

www.samusicians.com

On Mar 30, 2021, at 1:19 PM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

Thank you, Katherine.

Could you select one of the options that's highlighted above your name and sign with the date as well?

Thanks!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate

Arts, Communication and Hospitality

Google Voice: 630-442-0156

From: Katherine Petersen <pianopetersen@gmail.com>
Sent: Sunday, March 28, 2021 11:36 AM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>
Subject: Re: [External] Music Fridays at COD

Dear Cassi,

Here are my filled out forms. Please note the spelling of my last name when processing payment (SEN, not son)

Thanks!

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
Artist Director, Society of American Musicians

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www.musicinst.org
www.samusicians.com

On Mar 12, 2021, at 4:10 PM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

No worries! Thanks for the update. Have a great weekend!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality
Google Voice: 630-442-0156

From: Katherine Petersen <pianopetersen@gmail.com>
Sent: Friday, March 12, 2021 4:09 PM
To: Fanelli Munguia, Catherine <munguiac@cod.edu>
Subject: [External] Re: Music Fridays at COD
Importance: High

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Cassi,

Disregard my last e-mail, I have a lot of concerts the week of April 9th and read the email too quickly. This is for the concert with Andy, not Charlene.

Will send form soon! Thanks!

Best,

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE
Artist Director, Society of American Musicians

www.katherinepetersen.com

www.musicinst.org

www.samusicians.com

On Mar 12, 2021, at 3:21 PM, Katherine Petersen <pianopetersen@gmail.com> wrote:

Dear Cassi,

Thanks for sending this along!

Just wanted to check that both Charlene and I should fill out the form, since there are two of us playing this concert?

Thanks,

--

Katherine Petersen
pianist

Doctor of Music, McGill University
Piano Faculty, Music Institute of Chicago
Pianist, Duo FAE

Artist Director, Society of American Musicians

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www.samusicians.com

On Mar 12, 2021, at 3:12 PM, Fanelli Munguia, Catherine <munguiac@cod.edu> wrote:

Hi Katherine,

We are looking forward to your performance on April 9th during our Music Fridays event.

Please complete the highlighted areas of the attached form as well as the W9 and return to me at your earliest convenience. This will ensure that you receive timely payment.

Thanks!

Cassi

Cassi Fanelli Munguia

Acad Div. Business Associate
Arts, Communication and Hospitality
College of DuPage

Google Voice: 630-442-0156
630-942-2596
munguiac@cod.edu

<Petersen Music Fridays 4.7.21 Independent Contractor Form.pdf><W9.pdf>

<Petersen Music Fridays 4.7.21 Independent Contractor Form COMPLETED .pdf><W9 PETERSEN complete .pdf>

[attachment: W9 PETERSEN complete .pdf]