

Information:

Drawer: Finance

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

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

Invoice Number: C910147

Invoice Date:

PO Number:

Check Number: E0084219

Check Amount: \$ 1,000.00

Check Date: 04/21/2021

Voucher Number: V0672845

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: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Fri Apr 16 17:13:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Attached Document

From: Wendte, Lori <wendtel19@cod.edu>
Sent: Friday, April 16, 2021 3:46 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Attached Document

Hi Marivic,

Here is the completed form. Sorry for all the trouble!

Thanks,
Lori

From: Zerrudo, Maria
Sent: Friday, April 16, 2021 8:48 AM
To: Wendte, Lori <wendtel19@cod.edu>
Subject: RE: Attached Document

For vendor no., it is the same process as the new vendor. But for sure, please contact Jordan Towne in Purchasing for requirements in setting the contractor up as a vendor in Colleague.
Please send the completed IC form when you have a vendor no. created for her.

From: Wendte, Lori <wendtel19@cod.edu>
Sent: Friday, April 16, 2021 8:32 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: RE: Attached Document

I don't know how I sent you the one without a signature for the contractor. I'll have Krystina sign the bottom and get it back to you. But I don't know what to put for the vendor number.

From: Zerrudo, Maria
Sent: Friday, April 16, 2021 8:20 AM
To: Wendte, Lori <wendtel19@cod.edu>
Subject: Attached Document

Hi Lori,

The attached IC form is being returned. I highlighted the ones that needs to be filled out.
This form is going to be vetted by the AP Supervisor and since it is incomplete, this will be dnied.
Once completed, please send it back to invoicing@cod.edu

Thank you

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

[attachment: Rachel Bosssard IC Form.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.

**AGREEMENT APPROVED
JOYCE SEKERKA 4.19.21**

VENDOR NUMBER 1598000				
ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	30	00473	5501002	1,000.00
APPROVED-Supervisor, Purchasing				DATE 4-12-21

PART I. Complete PRIOR to performance of contractual services.

Name Rachel E. Bossard

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

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

ATTACHED)

Phone Number (812) 840-7029

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

Street 2903 N. Seeley Avenue

City, State, Zip Code Chicago, IL 60618

Agrees to perform on 4/13/2021 the following services for the College of DuPage:
DATE (S)

Rachel presented in Zoom format to our employer partners on the legal perspective of internships.

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

The sum of \$ 1,000.00 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.

Krystina
LaSorsa

Digitally signed by
Krystina LaSorsa
Date: 2021.04.14
08:45:24 -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

Rachel E. Bossard

DATE

4/15/2021

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.)

COLLEGE AUTHORIZED SIGNATURE

DATE

[Signature]

COUNTER SIGNATOR (OPTIONAL)

DATE

4/16/21

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

Part II Certification

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 for Part II, later.

Sign Here

Signature of U.S. person

Michael S. Bossard

Date ▶

*11/25/2020***General Instructions**

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.