▸ This guide demonstrates how to complete **Independent Contractor Payment Request Form.**

▸ The **Independent Contractor Payment Request (ICF)** may be used to pay expenses for independent contractors who are US citizens for tax purposes after Human Resources has approved the payment as an independent contractor (with a social security number). Payments to individuals who are not treated as U.S. citizens for tax purposes CANNOT be paid on this form. Please forward paper copies of invoices for these payments directly to Financial Services.

Accessing the Independent Contractor Payment Request Form

1. From **cc.ou.edu** login with your 4x4.

2. From the main navigation menu select **Shop » View Forms** from the **Go To** menu or select **Forms** from the main workspace under the searching bar.

3. Select the **Payment Forms** folder from the left side of the screen.

4. Click on the form titled **Independent Contractor Payment Request (ICF).**

5. The form will pop up in a new window.

Filling out the Independent Contractor Payment Request Form

1. **Enter Supplier**: Enter the supplier name. As you type, the supplier name should appear. Please ensure that the fulfillment address is correct. If it is not, click **select different fulfillment center** to select an alternative location.

2. **Description**: Enter in a brief description of the type of service performed.

3. **Invoice Amount**: Enter in the full amount of the invoice.

4. **Invoice Date**: Enter in the date listed on the supplier's invoice.

5. **Service Begin Date for this Payment**: Enter in the date the service began.

6. **Service End Date for this Payment**: Enter in the ending date for the service.

7. **Date IC Form Approved by HR**: Enter in the date the Independent Contractor form was approved by HR. Note that approved independent contractor forms must be less than one year old.

8. **Supplier Invoice Number**: Enter in the unique invoice number from the supplier's invoice.

9. **Describe how this expense benefits the University**: Enter in a brief description of how the service performed benefited the University or how the service was utilized for business purposes.

10. **Copy of invoice & supporting documentation/Internal Attachments**: Attach the electronic image of the invoice to the form. Select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**. Note that the Independent Contractor from approved by HR should not be attached.

▸ *All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from attached documentation.*

Available Actions

▸ Once the form is complete, you will need to select the appropriate action from the dropdown list of Available Actions.

▸ The Available Actions menu provides options when completing a form.

1. **Add and go to Cart**: This option adds the current form to your shopping cart and returns you to the shopping cart screen.

2. **Add to Cart and Return**: This option adds the current form to your shopping cart. The form page displays with the previously selected supplier and all other fields are reset to blank.

3. **Add to Cart**: This option adds the current form to your shopping cart. The

form page remains completed. This option eliminates redundant data entry by using the existing form data as a template.

4. **Add to Draft Cart or Pending Req/PO**: This option adds the form to a draft cart instead of the active shopping cart.

5. **Add to Favorites**: This option will allow you to add this form to your Favorites. See **Creating and Using Favorites** for more information.