



TEXAS SOUTHERN UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 3100 Cleburne  
 Houston • Texas • 77004

## Request for Payment Guidelines

The Department/Division is responsible for reviewing the employer/employee relationship guidelines before an individual is hired to perform a service. Human Resources will verify that the person is not employed by TSU.

Name of Person on Requisition: \_\_\_\_\_

Tax ID# or SSN: \_\_\_\_\_

Account Number: \_\_\_\_\_

\*Requisition Number: \_\_\_\_\_

### PLEASE CHECK EACH BLOCK THAT APPLIES

**(If All Items listed below must be certified in order to be paid on a requisition)**

- I certify that they ordinarily use their own method and receive no training from the purchaser of service
- I certify that they have made a significant investment in facilities and/or perform services for another.
- I certify that they are in a position to realize a profit or suffer a loss as a result of their services.
- I certify that they are usually responsible for completing a specific job and are legally obligated to make good for failure to complete the job.
- I certify that they are not an employee of Texas Southern University or have not worked as an employee for Texas Southern University in the past year.
- I certify that they are not a student of Texas Southern University or have not worked as a student worker for Texas Southern University in the past year.

Human Resources advise Vice Presidents, Deans, and Directors to contact Patricia Dean in Human Resources concerning questions about the contracting employee/employer relationship. Payees must pay applicable Federal Income Taxes.

**I HEREBY CERTIFY THAT I HAVE READ THE MEMORANDUM CONCERNING EMPLOYER/EMPLOYEE RELATIONSHIP AND WILL ABIDE BY ALL UNIVERSITY POLICIES AND REGULATIONS PERTAINING TO CONSULTANTS.**

\_\_\_\_\_  
 Signature – Hiring Authority

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Telephone Number

**Note: The IRS has given us criteria to determine the employer/employee relationship. Failure to adhere to these guidelines may result in severe discipline not limited to termination.**

\*Please attach to each requisition payable to an individual.

**I CERTIFY THAT THIS PERSON IS NOT A TEXAS SOUTHERN UNIVERSITY EMPLOYEE.**

\_\_\_\_\_  
 Human Resources, Records Unit, and/or Designee

\_\_\_\_\_  
 Date