



“OUTSIDE PARTY – INDIVIDUAL” CERTIFICATION FORM

PLEASE TYPE

ALSO PLEASE NOTE: THIS FORM IS NOT INTENDED FOR STUDENTS, EMPLOYEES, OR AFFILIATES WITH PID
Photographers and Videographers should be handled as Independent Contractors and should not use this form

The vendor classification **Outside Party – Individual** is used primarily for individuals who are being reimbursed for expenses, including travel expenses, or who are having travel scheduled for them by the university. If this is the case, please mark “Travel/Expense Reimbursement Only”. However, this classification is also used for several other specific circumstances. Please mark the applicable compensation type(s) below:

Stipend, Award, or Prize Winner

(does not include Honorariums, which require approval as an Independent Contractor)

Compensation for Participation in a Research Study

Payment for services as an Attorney, or for Legal Settlements

Rental Payments (to Lessor, not reimbursement of rental payments)

Travel/Expense Reimbursement Only

Other

I certify that, to the best of my knowledge, the individual named below is not and will not be receiving any type of compensation from The University of North Carolina at Chapel Hill other than those indicated above.

Vendor Name _____

Department Signature _____

Dept. Representative Name _____

Dept. Representative Title _____

Date _____