

SELF-EMPLOYMENT AGREEMENT

(FIN-632)

This form is to be used for payments from Local School Funds only.

This agreement is to be used for payment to non-employees or vendors who will perform a service for the school and will be paid with a **local school check**.

School _____

* **Individual/Vendor Name:** _____

** If this is the first payment made to this individual/vendor in the current calendar year, a Vendor Form must also be completed and sent to the Finance Office for approval prior to hiring.*

Address: _____

Phone: _____ E-mail: _____

Federal ID or Social Security Number: _____

Date(s) of Service: _____ Total Amount to be Paid: _____

Type of Service to be Performed: _____

Are you currently or have you ever been an employee of the DCSS? (Yes or No) _____

If so, where did you work and what dates? _____

Individual/Vendor Signature

Date

Principal (Designee) Signature

Date

Verification of Receipt of Check

Individual/Vendor Signature

Date

(Signature indicates receipt of check. If check is mailed, a signature is not required.)

Important Notice – Please Read Carefully

The vendor is responsible for reporting this income and paying the appropriate income taxes. Taxes **are not** withheld from this payment. IRS Form 1099 will be issued to any individual or non-incorporated vendor to whom payments from the Douglas County School System meet or exceed \$600 during the calendar year.

A copy of this form should be provided to the individual/vendor to whom the check is written.

For Office Use Only

Account Number	Check Amount	Check Number	Date Paid

The original form should be sent to the Finance Office. A copy of the form should be filed with the school's financial records.