



SIMPLE SERVICE CONTRACT

Individuals Only – No Companies

Form must be completed and signed prior to the service being performed.

This form may be used for a one-time contract under the small dollar limit in compliance with the [Simple Service Contract Guidelines](#). This form should be completed and signed by the contract prior to the service being performed. After the service has been performed, this form must be submitted in SLCCBuy as a Payment Request. By submitting this form, the department is acknowledging that the individual has performed the service outlined below and that this contract is in compliance with all applicable college policies, including conflict of interest policies.

Payee Information

Legal Name (name associated with SSN)	SLCC S# or SSN

Address

Street 1	
Street 2	
City	
State	
Zip	

Phone Number

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Email Address

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Preferred Payment Method (Check only one)

- ☐ ACH Direct Deposit. Complete the ACH form.
- ☐ Check mailed to the address listed above

Service Information

Name of Activity

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Date of Activity

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Location of Activity

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Amount

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Description or Services to be Performed

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SLCC to provide the following (if applicable)

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Terms & Conditions

The above-named individual certifies that they are not currently an employee of Salt Lake Community College and hereby agrees to indemnify and hold harmless SLCC from any loss, liability, or damage resulting from any act or omission of the individual. SLCC agrees to pay the individual the amount listed above by the payment method indicated above after the activity is completed. It is agreed by both parties that termination of this agreement must be by mutual consent and that the individual will conform to applicable College policies.

IRS FORM W-9 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 (as defined by IRS Form W-9 rev December 2014), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Payee Signature	Print Name	Date
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