

Authorization of Professional Services (APS) Form

▶ *BF-P-F12 is for one-time payments per calendar year to individuals. It cannot be used for UTA employees, nonresident aliens, businesses, travel, multiple payments, anything grants/project funded or payments over \$599. Review [instructions](#) before completing this form.*

Service Provider Information

_____	_____		
Name	Supplier ID		
_____	_____	_____	_____
Permanent Address	City	State	ZIP Code

Proposed Payment Information

_____	_____		
Amount to Be Paid	Date(s) of Service		
_____	_____		
Cost Center Title	Cost Center		
_____	_____	_____	_____
Name of Preparer	Department	Email	Phone

Description of Service			

Approvals

By signatures below, the Preparer and the Service Provider certify that:

1. Payments from UT Arlington to Service Provider will be less than \$600 for the current calendar year.
2. Service Provider is not an employee or relative of a UT Arlington employee.
3. Service Provider meets all the qualifications of an independent contractor.
4. Service has been completed and provider is entitled to payment.
5. Service Provider is a U.S. citizen or permanent resident of the U.S.

_____	_____
Signature of Service Provider	Date
_____	_____
Signature for Payment Authorization	Date

Classification Checklist

Details

Service Provider Name

Supplier ID

Name of Preparer

Phone Number of Preparer

▶ The information provided in this section will assist UTA in determining whether the service provider will be classified as an independent contractor or as a UTA employee. These questions are intended as a guide in making the classification. Further evaluation may be requested based on specific circumstances. Both an APS form and Classification Checklist are required for independent contractors.

I. Relationship with the University

1. Does the service provider currently work for UTA as an employee? Yes No

▶ If "YES," stop here. Do NOT complete other sections.

2. Has an offer of employment been extended to the service provider? Yes No

3. Was the service provider paid as an employee of UTA during the 12 months prior to the date of this contract? Yes No

II. Classification Guidelines

▶ Do NOT complete all three sections. Complete ONLY the appropriate category.

A – Teacher, Lecturer, or Instructor

1. Is the service provider an invited guest lecturer (lecturers in a seminar, colloquium, class, et cetera)? Yes No

2. Has the service provider been at UTA in this capacity fewer than 4 times in the past 12 months? Yes No

▶ If the answers to questions 1 and 2 are "YES", stop here and do NOT complete any further questions. Treat them as an independent contractor. If the answer to either question is "NO", proceed to question 3.

A

3. Is the service provider teaching a course for which the student will receive credit toward a UTA degree? Yes No

▶ If the answer to question 3 is "YES", treat them as a UTA employee. If the answer is "NO", proceed.

4. Has the service provider provided the same or similar services as an ongoing business to other unrelated entities in the past 12 months? Yes No

5. Does UTA have any control over course materials that are used by the service provider? Yes No

▶ If the answer to question 4 is "YES", and the answer to question 5 is "NO", treat them as an independent contractor. Otherwise, treat them as a UTA employee.

B – Researcher

B

1. Will the service provider perform research under the supervision of a UTA professor or employee? Yes No

▶ If the answer to question 1 is "YES", treat the service provider as a UTA employee.

2. Will the service provider serve in an advisory or consulting capacity with a UTA professor or employee? Yes No

▶ If the answer to question 2 is "YES", treat them as an independent contractor.

C – Individuals Not Covered Under A or B

C

1. Has the service provider provided the same or similar services or to other unrelated entities to the general public as a trade or business during the last 12 months? Yes No

2. Will the department give the service provider specific instructions regarding performance of the required work rather than rely on their expertise? Yes No

3. Can UTA set the number of hours and/or days of the week that the service provider is required to work, as opposed to allowing them to set their own schedule? Yes No

▶ If the answer to question 2 or 3 is "YES", treat them as a UTA employee.