



WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT SPECIAL PAYMENT AGREEMENT

SECTION 1: TO BE COMPLETED BY REQUESTOR

- 1. Is the individual currently working for the District (West Valley College or Mission College)? Yes No
 - a. If "No", did the individual work for the District in the current calendar year? Yes No
- 2. Did the individual receive payment from the District utilizing the Special Payment Agreement in the current semester? Yes No
- 3. Is the individual a current student at West Valley College or Mission College? Yes No
 - a. Is the student performing regular hourly work and is receiving payment through payroll? Yes No
- 4. Is the individual retired and receiving a pension from CalSTRS or CalPERS? Yes No

*If you've answered **YES** to any of the questions above, you may need to coordinate with HR and the individual to fill out a hiring packet before the individual can start working for the District. You will also need to submit an NOE (Notice of Employment) to HR. If you require additional guidance, contact the Administrative Services Office at the college before completing this form. This will allow the District the ability to properly pay the individual and report their income to CalSTRS/CalPERS and the IRS.*

SECTION 2: ONLY COMPLETE IF ALL ANSWERS ABOVE ARE **NO**. CONSULT WITH THE VP OF ADMINISTRATIVE SERVICES FOR ADDITIONAL GUIDANCE BEFORE COMPLETING THIS SECTION IF YOU HAVE ENTERED YES ABOVE.

Requestor: _____ Department: _____

Location of Service or Event: West Valley Mission District

Date (s) of Service or Event: From: _____ To: _____

Time of Service or Event: Start: _____ End: _____

Payment Amount: _____ (Amount shall not exceed \$1,000)

Account Number: _____

Type of work being performed by the individual:

Recipient Name/Payable to: _____ G#: _____
Address/City/Zip Code: _____ If available

Phone #: _____ E-mail Address: _____

Social Security Number/TIN: _____ Signed/Completed W-9 attached (Only if processed through AP)

SECTION 3: TERMS AND CONDITIONS

SERVICE PROVIDER/SPEAKER/PERFORMER AGREEMENT: SERVICE PROVIDER/SPEAKER/PERFORMER is an independent contractor in the performance of this agreement and solely and personally liable for all damages which may be occasioned by the operation of this agreement, whether for personal injuries or damages of any kind. WVMCCD is interested only in the results obtained. The SERVICE PROVIDER or SPEAKER or PERFORMER is an individual receiving a payment upon fulfilling the requirements set by the grantor or the program. The SERVICE PROVIDER/ SPEAKER/PERFORMER, in signing this agreement, acknowledges his/her/their authority to do so, and hereby assumes liability for performance hereunder and, if applicable, to provide workmen's compensation insurance and to pay taxes as required by law.

STUDENT STIPEND/CONSIDERATION AGREEMENT: The STUDENT agrees to receive the indicated stipend or consideration for participation in activities requested by an official of the West Valley-Mission Community College District. The STUDENT is an individual receiving this stipend or consideration upon fulfilling the participation requirements set by the grantor or the program. The STUDENT, in signing this agreement, acknowledges his/her/their authority to do so, and, if applicable, to provide worker's compensation insurance and to pay taxes as required by law.

Service Provider/Speaker/Performer/Student Date

Budget Administrator/Department Manager Date

VP of Administrative Services (College only) Date

Director of Accounting Date