# INSTRUCTIONS FOR COMPLETING STATEMENT OF SERVICE REQUEST

1. Must contact SOA before hiring individuals for service who are not IU employees.
2. Print the complete legal name of the person who performed the service.
3. Write a brief description of the service(s) provided.
4. Enter name of the student organization receiving and paying for the service(s).
5. Enter date(s) service(s) was performed or completed.
6. Enter total amount to be paid or hourly rate X number of hours.
7. Provide the Taxpayer Identification Number or Social Security Number for the person performing the service. The person requesting payment for service will not be paid without providing this information.
8. Enter address to which payment is to be sent. (Please check box if different than address on W-9)
9. Check the appropriate box(es) concerning tax status and employee status. Non-Resident Aliens also need to include Form W-8BEN and an International Short Term Visitor Tax Cover Sheet which are available on our website. Also include a photo copy of the page of your VISA which has the stamp from entering the U.S. on it.
10. Complete payee's signature, date, phone number and e-mail address.
11. Complete treasurer's signature and date.
12. Complete a payment request online.
13. Post payment amount in your SOA ledger as pending.
14. Obtain advisor's signature on the statement of service.
15. Turn the Statement of Service, W-9 and Disbursement Voucher Payee Certification forms as well as additional forms required if paying a non-resident alien into the SOA office.

Please note:  If IU Funding Board funds are paying for all of this service agreement, you must complete all the forms except the payment request and turn them into the SOA office.  The IU Funding Board treasurer will then complete a payment request from IU Funding Board.  If partially being paid for by IU Funding Board, turn in the forms completed with full service amount to SOA and your payment request for the partial amount not funded by IU Funding Board online.  This way the service provider will receive one check for the full amount, but the respective student groups will be billed accordingly.