

708.3.1f - Speaker Checklist

Instructions. This Speaker Checklist (“Form”) is used for speaking engagements (e.g., a speech or presentation as is further described in Section 2). This form should not be used for professional trainers or training firms, who must use a standard Independent Contractor determination checklist or a purchase requisition.

- Each engagement must last no more than a week.
- Each speaking engagement must not exceed \$5,000.
- The form must be accompanied with IRS form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and is therefore currently limited to persons eligible to sign form W-9 as a U.S. person.

Prior to the initiation of any services from the speaker, the following steps must occur:

- This form must be completed and **signed by the individual performing the service**
- This form must be reviewed and signed by the responsible department; and
- Accounts Payable must review and approve the form and communicate this approval to the responsible department.

This form helps Accounts Payable determine if using this form is appropriate or whether a standard Independent Contractor checklist must be completed. Longer engagements and engagements exceeding \$5,000 require an Independent Contractor checklist and associated forms. Additional information may be requested from the speaker to make the appropriate determination. Background checks may be required if there is unsupervised contact with sensitive populations or the engagement requires access to sensitive data or facilities. Generally, background checks for speakers are not required per University Procedure 708.1 (<https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131542>).

The Form must be completed, including all required signatures, prior to submission to Accounts Payable. Incomplete Forms will be returned to the responsible department.

Name of Speaker: _____

SECTION 1 – Questions about the speaker

	YES	NO
Is this person engaging in faculty activities which require a UNC-Chapel Hill faculty appointment? <i>If yes, this speaker checklist or an Independent Contractor form cannot be used.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the speaker a US Person and eligible to sign IRS form W-9? <i>(If no, please do not use this form; contact your department representative for further instructions)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the speaker currently employed by UNC-Chapel Hill? <i>(If yes, any compensation for speaking engagements must be submitted through a Payroll electronic Personnel Action, [ePar]).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the speaker currently employed by any other State of NC agency? <i>(If yes, what agency/department?)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the speaker, his/her spouse, domestic partner, sibling, parent or child an employee or regularly retained agent of UNC-Chapel Hill? <i>(If yes, provide the following for each individual identified: name, relationship, job position, and department in the box below. If there is not enough room, complete it in a Word document and upload it with this form.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will the speaker have unsupervised contact with sensitive populations or have access to sensitive data or facilities? If so, a background check may be required.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 – General Information and description of speaking engagement

(Please type or print clearly)

The Department noted in Section 4 engages a Speaker to deliver a speech or presentation as described below, and Speaker agrees to perform the engagement under the following terms and conditions.

Speaker’s Mailing Address for Payment:

Name

Address

City

State

Zip

Title and Description of event/speaking engagement:

Location/venue of speaking engagement: _____

Date of speaking engagement: _____

Time of speaking engagement: _____

Length of speaking engagement: _____

Other speakers, if any, for event: _____

Speaking Fee (\$): _____ **Estimated expenses (\$):** _____

By signing this Form in Section 3 below, the Speaker understands, acknowledges, and accepts that the speaking fee and estimated expenses noted above constitutes any and all fees and expenses associated with the speaking engagement described in this Section 2.

SECTION 3 – Certification of Service Provider (Speaker)

Under penalties of perjury, I certify that the above information is complete and accurate. If UNC-Chapel Hill engages me as a speaker, I am responsible for taxes, insurance coverage, and business expenses and am not eligible for any employer-provided benefits. The University is not liable for any injuries that may occur to speakers while performing the aforementioned activities.

I agree to comply with all U.S. government export regulations and sanctions rules including, but not limited to, the International Traffic in Arms Regulations and the Export Administration Regulations. I am not a debarred party or currently on any US government sanctions lists. To the best of my knowledge, I do not do business with and my business/company is not owned or controlled by a US government sanctioned party.

Name of Speaker

Signature of Speaker

Date

SECTION 4 – Certification of UNC-CH Department

I certify that I have firsthand knowledge of the speaking engagement in order to review the above checklist with complete and thoughtful accuracy.

Name of Department Representative

Signature of Department Representative

Date

Phone Number

Email address

Department Name

Department Number

SECTION 5 – Submission and Return of Assessment

Please upload this form via ConnectCarolina with form W-9 to the Independent Contractor system, speaker request pages, **Finance Menu>UNC Campus>Independent Contractor**