# Independent Contractor Yearly Requirement Instructions

1. Navigate to www.PaymentWorks.com and click "Log In" at the top right corner.
2. Sign in with your username and password. If you do not know your password, please click "Forgot Password". You will want to make sure the email address you use to log in is the email address that you used to create your PaymentWorks account.
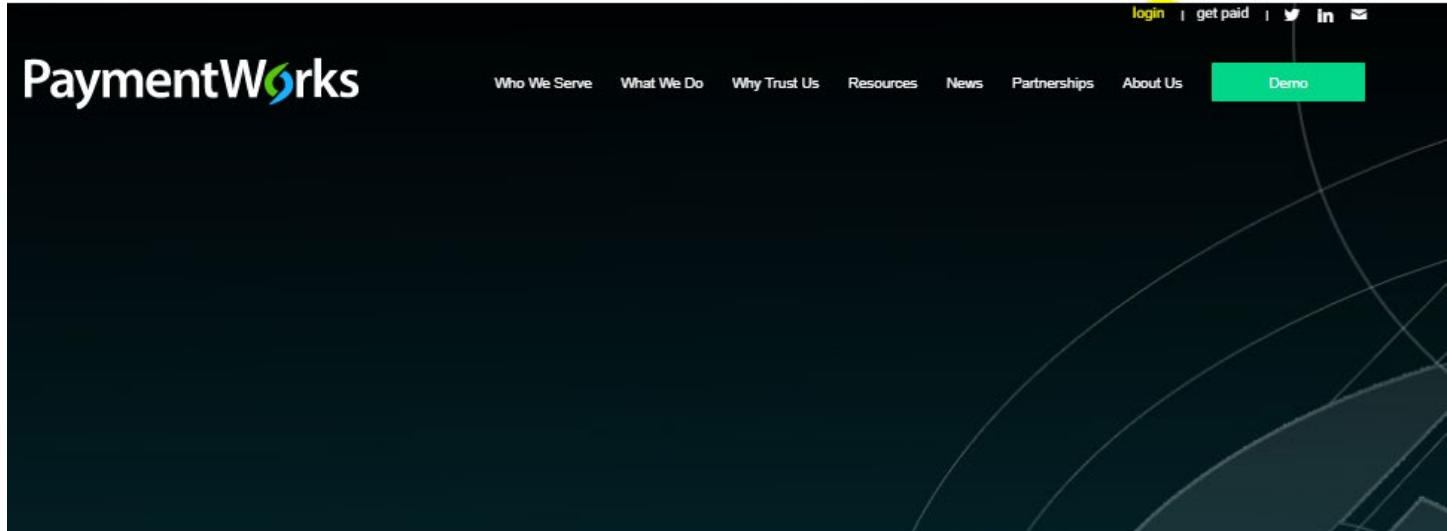
3. Click on the "Connect" tab.
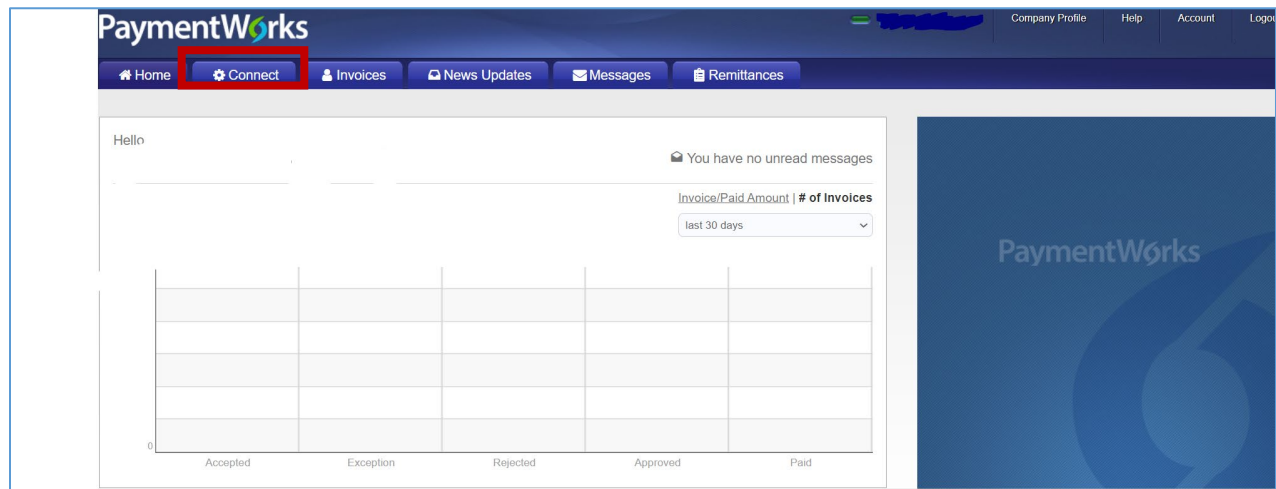
4. Select the "Bowling Green State University" registration to open the original registration data that was completed. Please note, the status will show "complete" from the previous submission.
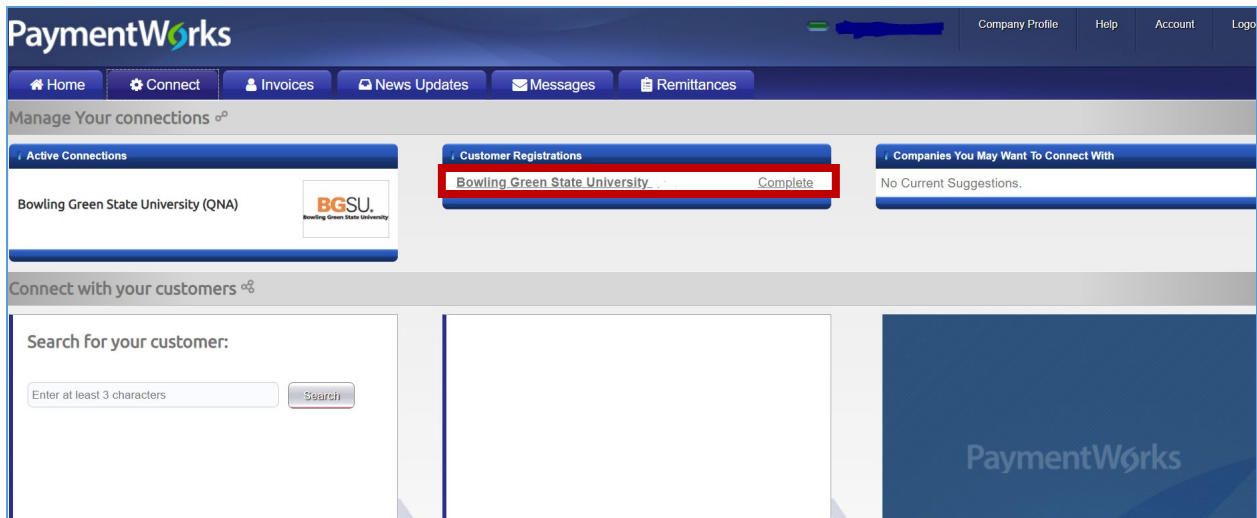
5. Under the Additional Information Tab, make sure that no is selected for "Are you receiving an award or prize?"

Are you receiving an award or prize?*

| No | ⌄ |

6. Make sure that yes is selected for "Will you be providing services to BGSU?" in order for the OPERS information to appear.

Will you be providing services to BGSU?*

| Yes | ⌄ |

7. Please complete and sign a new OPERS form for the services you are providing to BGSU in the section below. Make sure you upload the completed OPERS form to your registration by clicking "Choose File". The State of Ohio requires BGSU as a public employer to collect this form. OPERS requires the social security number to be provided by the independent contractor to ensure they are not receiving OPERS or other retirement system benefits. Please reference the OPERS Instructions if you need assistance completing, signing & attaching this form.

Please upload your OPERS form*

This form must be completed and signed by all individuals providing services to BGSU. Please attach both pages of the form as one document below. If you need assistance completing the OPERS form electronically, please use this link for instructions: https://www.bgsu.edu/content/dam/BGSU/purchasing /documents/PaymentWorks/OPERS-Adobe-Sign-Instructions.pdf

The form you will need to complete is available here: https://services.bgsu.edu/FalconForms/falconforms.h tm?falconFormId=138

Choose File

No file chosen

Complete the next question regarding your OPERS benefits:

> Are you currently receiving OPERS or other retireme. ▾

Select NO: If you are <u>not</u> currently receiving your OPERS or other Ohio retirement system pension payments.

Select YES: If you are <u>currently</u> receiving your OPERS or other Ohio retirement system pension payments. DO NOT submit the form until you call your retirement provider to confirm that your status as an independent contractor with BGSU will not forfeit your pension payments. Please email the BGSU contact on your independent contractor agreement the outcome of the conversation with your retirement system.

8. Upload your new agreement for these services in the section below. Your department contact who hired you for these services should email you the agreement. The agreement should be signed by you, BGSU & contain an attachment describing the services.

Please upload your OPERS form*

This form must be completed and signed by all individuals providing services to BGSU. Please attach both pages of the form as one document below. If you need assistance completing the OPERS form electronically, please use this link for instructions: https://www.bgsu.edu/content/dam/BGSU/purchasing/documents/PaymentWorks/OPERS-Adobe-Sign-Instructions.pdf

The form you will need to complete is available here: https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhBbk6NfeOa9Mxp7x4IgCIDTR6Sf-PeRH-ctN5ez9Qw1Y8mEyzweOB66IOIY5abMZPE

| Choose File | No file chosen |

Please upload your Independent Contractor Agreement

Attach your executed agreement upon request. This is not required. BGSU will reach out to let you know if it is required.

| Choose File | No file chosen |

*Both documents need to be uploaded to their appropriate fields simultaneously before clicking "Submit".

9. Scroll to the bottom of your registration and click "Submit". Your documents will route through BGSU for review. If you have any questions, please reach out to your department contact on the status of your submission. The independent contractor process goes through several approvers within BGSU so this may take up to 2 weeks or more to be completed.

| *Draft saved* | Cancel | Submit |