In order to pay _________________________ a fee or honorarium, the DPSO Form, ASU Sub-W9 Form, and, if applicable, the Independent Contractor Checklist will need to be completed.

Speaker/Independent Contractor completes the following:

1. DPSO
   • Section 1: Name, mailing address, SSN or Tax ID #, phone and fax
   • Section 2: Expenses
   • Section 3: Sign and date

2. ASU Sub W-9 in full

3. Independent Contractor Checklist
   • Section 4: Sign and date

Requestor (faculty or staff member who arranged visit/work performed) completes the following:

1. DPSO
   • Section 1: Service to be provided and public purpose justification, dates of service, # of days worked, fee or honorarium, and location where services will be provided
   • Section 2: Agency/Org (account) to be charged for expenses
   • Sections 4 & 5: All

2. Independent Contractor Checklist
   • Section 1: All
   • Section 2: A, B, or C
   • Section 3: To be worked out between Requestor and Independent Contractor
   • Section 5 is to be completed by the SOLS Business office

If you have any questions, please contact the SOLS Business Office.
sols.asu.edu/resources/business-office