**Personal Service Agreement (PSA) Checklist PSA # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The submitted PSA should contain the following information regardless of whether or not it is on a Lecturer or Entertainer template or just on the State’s PSA form C802A:**

\_\_\_\_ Contractor’s complete name and mailing address in appropriate box. ***(If address is in a foreign country, will need to find out if Contractor is a foreign national.)***

\_\_\_\_ An answer to question regarding whether or not contractor is a State Employee or has an immediate family member that is a State Employee.

\_\_\_\_\_ If answered “Yes” to whether or not Contractor was State Employee is Dual Employment Request Form included?

\_\_\_\_\_ If Contractor has an immediate family member who is a state employee, Contractor may not be paid more than $99.99.

\_\_\_\_ Is contractor an INDIVIDUAL performing a service other than Lecture or Entertainer?

\_\_\_\_\_\_ Yes ***(EE or IC questionnaire must be completed)***

\_\_\_\_\_\_ SCSU Human Resources approve / deny (circle one)

\_\_\_\_ Contract Period is listed.

\_\_\_\_ The number of days notice required for Cancellation of PSA is listed.

\_\_\_\_ Complete description of services noting who, what, where, when and how the service will be performed is included.

\_\_\_\_ Payment schedule notes that payment is to be made following the service upon approval of the Vice President or his/her designee.

\_\_\_\_ Payment schedule includes the fee and any travel expenses if applicable.

\_\_\_\_ The Total Cost has been listed on the PSA.

\_\_\_\_ Is PSA subject to Athletes & Entertainers Tax?

\_\_\_\_\_\_ Is contractor resident of CT? (no tax)

\_\_\_\_\_\_ Is payment less than $1,000? (no tax)

\_\_\_\_\_\_ Is payment less than $5,000 and speaker is part of a course/academic conference? (no tax)

\_\_\_\_ The Index number has been listed on the PSA and the PSA has been signed by the Budget Authority.

\_\_\_\_ The Contractor has signed and dated the PSA.

\_\_\_\_ The University Official has signed the PSA.

\_\_\_\_ Appropriate Nondiscrimination Certification Form has been included with PSA. ***(Form A if Contractor is Individual/Form B if Contractor is Business Entity/Form C if Contractor is Business Entity and PSA is over $50K )***

\_\_\_\_ If applicable, a Late Justification Memo has been included.