



Office of the Vice President for Finance

Independent Contractor Registration

Independent Contractor Portion

To register as an Independent Contractor, complete all sections below and include a completed **Form W-9** with this form. Contact VPF at b2p@mit.edu with questions.

Supplier Name: (First) _____ (Last) _____

Phone: _____ Email: _____

Website: _____

Coupa Supplier Portal (CSP) Registration:

MIT suppliers are strongly encouraged to join the **Coupa Supplier Portal (CSP)**, a central online portal for receiving orders, submitting invoices, and tracking payment status.

Your email for CSP invitation (if different than Business Email above): _____

Certification:

By checking each box below, I certify that each statement is true and confirms that I am an independent contractor:

<input type="checkbox"/>	I am not currently affiliated with MIT as an employee or student.
<input type="checkbox"/>	I was not employed by MIT within the last two years.
<input type="checkbox"/>	I offer my services to multiple other clients on a regular basis.
<input type="checkbox"/>	I do not require any training, equipment, or materials from MIT in order to provide my services to MIT.
<input type="checkbox"/>	I have complied with any applicable business licensing requirements.
<input type="checkbox"/>	I pay my own federal, state, city, self-employment, and other taxes.

As an independent contractor, I understand that:

<input type="checkbox"/>	I am not eligible for workers' compensation, unemployment compensation, or other employee benefits through MIT.
<input type="checkbox"/>	If I am paid more than \$600 during a calendar year, MIT will issue a Form 1099-MISC to me and will file it with the Internal Revenue Service (IRS) and the Commonwealth of Massachusetts.

Please provide explanation for any unchecked boxes above:

I certify that to the best of my knowledge and belief the information on this form is correct as of the date hereof and that, if any information on this form changes, I will promptly submit a replacement Independent Contractor registration form to MIT.

Supplier Signature _____ Date _____