



Texas Christian University Student Payment Request Form

This document must be completed prior to issuing payment, and should be used for student payments only. Non-student payments are processed in Jaggaer. Submit the completed form to apinvoices@tcu.edu. Students are paid by ACH.

Name _____

TCU ID # _____ International: Yes No

Permanent Address _____

Amount

Account	Fund	Dept	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approver's Name: _____

Approver's Signature: _____

1. Explain the nature and date of services, award, or other payment. **The date is required.**

- | | YES | NO |
|---|--------------------------|--------------------------|
| 2. Is this individual presently in the employ of Texas Christian University or Brite Divinity School? | <input type="checkbox"/> | <input type="checkbox"/> |
| If the answer to question 2 is "yes", you do not need to complete the remainder of this form. | | |
| 3. Must this individual comply with instructions about when and how services are performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is this individual trained by the University to perform the service? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the service similar to services generally performed by other University employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is this individual assigned a University employee to assist him or her? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does this individual perform the same service for the University on a frequent basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the University supply the tools, materials and supplies necessary to complete the assignment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. May this individual determine his or her own working hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does this individual market his or her services to the general public? | <input type="checkbox"/> | <input type="checkbox"/> |

After a review of the answers presented above, it may be necessary to classify the individual as an employee and issue the payment on a payroll check with applicable taxes withheld.