

## Student Organization Basic Service Agreement

This form is to be used to pay individuals for basic one-time services (limited to \$1,000)  
such as those listed below.

Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Tufts ID/Last Four Social: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Primary E-Mail: \_\_\_\_\_

### Tufts Payroll :

☐ Yes

☐ No

### Status:

☐ US Citizen

☐ Resident Alien

☐ Non-Resident Alien

### Services Rendered:

☐ Student DJ ☐ Student Performer ☐ Guest Speaker

☐ Performer ☐ Coach/Judge ☐ Photographer (Must Sign Photographer Agreement)

**Independent Contractor: By signing below, I understand I am acting as an independent contractor and not as an agent, principal, employee, servant or partner of Tufts University.**

Name (Please Print): \_\_\_\_\_

Signature (Please Sign): \_\_\_\_\_ Date: \_\_\_\_\_

### OCL Approval

Name (Please Print): \_\_\_\_\_

Signature (Please Sign): \_\_\_\_\_ Date: \_\_\_\_\_