



Sequatchie Valley Planning & Development Agency
Sequatchie Valley Head Start

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CONSULTANT/CONTRACTOR AUTHORIZATION FORM

Date: _____ Representative making request: _____

1. Consultant or Contractor: _____

2. SS#: _____ Or EIN (Optional): _____

3. Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____

4. Purpose (define work scope): _____

5. Other Consultants or Contractors contacted: _____

6. Reason(s) for selecting Consultant or Contractor: _____

7. Rate of compensation (Contract): _____

8. Total compensation not to exceed (Contract): _____

9. Contract period: Start: _____ End: _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____

I certify that the above information is correct. I further certify that I am being retained by the Sequatchie Valley Planning and Development Agency as a self-employed consultant/contractor. As self-employed, I will file the appropriate Internal Revenue forms if needed for FICA and I am responsible for my own tax return although a form 1099 may be mailed to me if required. I will hold the Agency harmless for any personal injury or property damage which results from the activities performed. A simple invoice or statement for service will be provided to the Agency which should have adequate detail of time to justify the expenses charged to the program.

Certification: Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are required to sign the Certification, but you must provide your correct EIN.

Consultant/Contractor Signature

Date

Serving Children and Families in Bledsoe, Grundy, Marion, Rhea, and Sequatchie Counties