

# Conflict of Interest Form

The purpose of this form is to obtain information in order to comply with conflict of interest regulations.

Please answer all applicable items listed below, or we may be unable to process the payment.

1. Name

2. Address

City  State  Zip Code

3. Are you an employee of Iowa State University?  Yes  No

If the answer to question 3 is Yes, payment for services must be made through Payroll or contracted through Purchasing. Exceptions: Payments to survey respondents, research participants, and prize winners are allowed.

4. Do you have a spouse who is an employee of Iowa State University?  Yes  No

5. Are you the parent of a minor child who is an employee of Iowa State University?  Yes  No

6. If you are a minor child, is one of your parents an employee of Iowa State University?  Yes  No  N/A

If the answer to questions 4, 5 or 6 is Yes, state the name(s) of the ISU employee(s).

7. Are you an employee of the University of Iowa, the University of Northern Iowa or another agency of the State of Iowa?  Yes  No

If so, please identify which one:

**If the answer to questions 4, 5, 6 or 7 is Yes, a Purchase Requisition is required, unless the payment is to a survey respondent, research participant, or a prize winner.**

8. Are you a U.S. citizen or a resident of the U.S. or U.S. territories?  Yes  No

U.S. citizens and residents of the U.S. or U.S. territories must also complete an IRS W-9 form.

If you are not a U.S. citizen or a resident of the U.S. or U.S. territories, independent personal service payments made to you by ISU require 30% to be withheld unless you have a U.S. Social Security Number or Individual Taxpayer Identification number and are exempt because of a tax treaty. An IRS Form 8233 must be completed and attached to the Disbursement Voucher (DV) to qualify for exemption.

Date

\_\_\_\_\_  
Signature of Person Providing Service

The departmental representative to contact for question about information on this form is

If you have questions about this form, please contact Bill Cahill (294-5124) or Carole Gill (294-5181).