

## 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

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 Procurement Services. Exceptions: Payments to research participants, experiential learning participant or 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 names 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 Requisition is required; unless the payment is to a research participant, experiential learning participant or 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 W-8BEN must be completed and attached to the Supplier Invoice to qualify for exemption.

Date

Email

Phone Number

\_\_\_\_\_  
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 the Financial and Accounting Compliance Team by email at [fact@iastate](mailto:fact@iastate) or by phone at 294-5180.