

## Independent Contractor Agreements Process

The North American Division (NAD) has several departments available to help you with a variety of needs including graphic design, web development, video production, website management, domain management, and much more. If the needed services are not available within the NAD, working with an independent contractors may be an option.

The process is as follows:

1. Determine if the NAD can provide the needed services internally:
  - a. Professional Services
  - b. Communication
  - c. Production Services
  - d. Information Technology Services
2. If the services are not available within the NAD, identify an independent contractor to assist with the project.
3. Determine how the project will be funded.
4. Officer/VP Approval – The officer or vice president providing oversight to department should be aware of and approve the use of an independent contractor for the project.
5. Complete an independent contractor agreement template then email the Word document to [contracts@nadadventist.org](mailto:contracts@nadadventist.org) including information on how the project is to be funded and the Officer/VP approval.
6. Treasury will submit the agreement to the Office of General Counsel (OGC) for review.
7. Once the agreement has been reviewed by OGC, it will then be approved by the appropriate committee based on the dollar amount of the agreement.
  - a. Up to \$15,000 – Contracts Committee
  - b. \$15,001 to \$50,000 – NADCOA
  - c. \$50,001+ – ADMIN
8. Following the committee approval, the signed agreement will be returned to the department for the signature of the independent contractor.
9. Once the independent contractor has signed the agreement, please email a copy of the fully executed document to [contracts@nadadventist.org](mailto:contracts@nadadventist.org).
- 10. The full Independent Contractor Agreement process must be complete before the prospective contractor starts work on the project.**
11. A copy of the agreement should be submitted with a W-9 from the independent contractor and invoice for payment.
12. Independent contractor agreements must be paid by check or ACH.