

Instructions for Authorization of Professional Services Forms

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Purpose of the Forms

An Authorization of Professional Services (APS) form is required for authorization to engage and pay individuals for short-term or sporadic services.

The forms should not be routed until *after* services are performed. An APS form should be routed through Adobe Sign for signatures. Complete [Adobe Sign training](#) to learn the software and how to request access.

Do **not** copy Payroll Services on the routing of the form. Email the completed and fully signed form to Payroll Services at aps@uta.edu when complete.

These instructions apply to the following documents:

- Use BF-P-F11 for payments greater than \$600.
- Use BF-P-F12 for payments less than \$600 per calendar year. This form cannot be used for UTA employees, nonresident aliens, companies or corporations, grant cost centers, travel, multiple payments or for payments over \$599.
- Classification Checklist (the last page of each document).

These forms should *not* be used for:

- **Companies or corporations.** They are only for individual service providers.
- **Salary supplements.** These payments must be processed through UTShare.
- **Part-time employees** providing services that are the same or similar to their regular duties. These payments should be compensated by increasing their assigned time.
- **An individual who maintains a continuing relationship with UTA** rather than sporadic or occasional duties. These payments should be assigned as temporary service through UTShare.

Overview of BF-P-F11

Service Provider Information

Preparers should complete the following fields in AdobeSign:

- **“Name and Permanent Address” fields.** This information will be used on tax forms filed with the Internal Revenue Service (IRS) at calendar year end. Enter the service provider’s permanent address.
- **“Supplier ID/Employee ID” field.** If the service provider is a UTA employee, enter their employee ID in this field. If the service provider is determined to be an independent contractor according to the Classification Checklist, a supplier record must be established.
 - **More Information:** See the “PaymentWorks” tile on the [OCI Knowledge Services Training website](#) if the service provider is not already an approved supplier in UTShare.
 - **Process Overview:** PaymentWorks is a third-party payee management platform and UTA will invite the service provider through this platform. The service provider will register an account with PaymentWorks and complete UTA’s supplier questionnaire. Once the questionnaire is complete and submitted, the information will be validated against various banking and sanction lists to ensure compliance.
 - **How to Access PaymentWorks:** UTA users can access PaymentWorks by clicking the PaymentWorks icon at myapps.uta.edu. Payees can log into their accounts by visiting [the Sign In page on PaymentWorks' website](#).
- **“U.S. Citizenship” question.** If the service provider or beneficiary of this payment is *not* a U.S. Citizen or Legal Permanent Resident, you must contact Payroll Services for required tax forms. See [Procedure 1-23](#) for more information.

Service Provider Classification

A service provider is paid for services as either a UTA employee or as an independent contractor.

Preparers should complete the following fields in AdobeSign:

- Choose **“UTA Employee”** if the service provider has a current assignment or if they were paid as an employee of UTA during the 12 months prior to the date of this service.
- Choose **“Independent Contractor”** if the service provider meets the requirements as determined on the Classification Checklist.

UTA Employee Information

If the Service Provider is a “UTA Employee,” preparers should complete the “UTA Employee Information” section in Adobe Sign.

- **When should you use an APS Form to pay a current UTA employee?**
 - Duties outside regular employment
 - Within same department for continuing education or dissimilar services only
 - Across departmental lines, unless normal job duties routinely cross departmental lines
 - Royalties
 - Payment for prior fiscal year
 - An APS form is required for a UTA employee with a current assignment or if they were paid as an employee of UTA during the 12 months prior to the date of this service.
- **“Title” and “Department” fields.** Enter the UTA employee’s title and department.

Preparers should assign this field to the appropriate recipient in Adobe Sign:

- **“Signature of Department Head” field.** The UTA employee’s supervisor, chair, dean, director and/or budget authority must sign and date this section if payment is to a current UTA employee.

Independent Contractor Information

If the Service Provider is an “Independent Contractor,” Preparers should complete the “Independent Contractor” section in Adobe Sign.

- An APS form and Classification Checklist are required for an Independent Contractor. Accurate and honest completion of the Classification Checklist is crucial to the payment process and is necessary to comply with IRS guidelines. Payroll Services will review the Classification Checklist to determine whether the service provider may be treated as an independent contractor. Preparers must complete the Classification Checklist each time an independent contractor is paid.
- **“Non-State Employee” choice.** Check the box if applicable.
- **“Federal Employee” choice.** Check the box if applicable.
- **“Other State of Texas Institution or Agency Employee” choice.** Arrangements with employees of other UT System institutions require approval from the President or Agency Head of the other institution. Preparers must include a letter for State of Texas employees signed by the head of the agency where they are regularly employed granting permission to perform outside employment.

Nepotism Statement

The Nepotism Statement is required by UT System. Preparers should complete this field in Adobe Sign.

- Preparers should enter “N/A” in the **“Nepotism” field** if it is not applicable to the service provider.
- Preparers should not leave the **“Nepotism” field** blank or enter “unknown.”

Proposed Payment Information

Preparers should complete the following fields in Adobe Sign:

- **“Proposed Payments” field.** Enter the proposed amount to be paid.
- **“Date(s) of Service” field.** No payment can be made before the end of service date.
 - Payroll Services will not accept an APS form if it is signed for future service dates.
 - Payments cannot be processed until services have been rendered.
 - Pre-dated, signed forms are not valid and will be returned to the department.
- **“Cost Center/Project Title” field.** Enter the cost center or project title.
- **“Cost Center/Project ID #” field.** Enter the cost center number or project ID number.
- **“Name of Preparer,” “Department,” “Email,” and “Phone” fields.** Whomever is preparing this document needs to enter their information into these fields.
- **“Description of Service” field.** Provide a complete description of the service to be provided and location of services if outside the U.S.

Preparers should assign this field to the appropriate recipient in Adobe Sign:

- **“Signature for Approval of Service” field.** This field must be signed by the department head (chair, dean, or director) or budget authority for the cost center or project being charged.

Grant or Contract Certification

Preparers should complete this section only if funds from a grant (project) will be used for payment:

- **“The Services provided by this person are...”** and check **“YES.”**

Preparers should assign these fields to the appropriate recipients in Adobe Sign:

- **Signature of the Principal Investigator” field** and date should be signed by principal investigator for the grant.
- **“Signature of Grant and Contract Services” field** and date field should be signed by the Office of Grants and Contracts

Completion of Services Section

The service provider must complete the “Completion of Services” section after services are performed.

Preparers should assign these fields to the appropriate recipient in Adobe Sign:

- **“I have performed services for the X department” field.** Enter the department name.
- **“During the period of X to X” fields.** Enter the range of service dates.
- **“The hours worked for this period were X” field.** Enter the hours worked if applicable.
NOTE: Hours worked are not applicable to independent contractors. For individuals classified as UTA employees, hours worked must be tracked to comply with the Affordable Care Act.
- **“Signature of Service Provider” field.** The service provider must sign and date for payment.

Approvals Section

This is important to ensure that the individual is properly classified, and the appropriate paperwork is completed. APS forms and Classification Checklists must be reviewed and approved by Payroll Services for IRS tax compliance prior to payment.

Preparers should assign these fields to the appropriate recipients in Adobe Sign:

- **“Amount to be Paid” field.** The department head (chair, dean, or director) or budget authority enters the amount to be paid, confirming, or amending the amount entered in “Proposed Payment” field in the Proposed Payment section.
- **“Signature for Payment Authorization” field.** The APS form must be signed by the department head (chair, dean, or director) or budget authority of the department soliciting the service. They sign each payment and the amount to be paid.
- **“Signature of Dean or Vice President” field.** The APS form must be reviewed and signed by the appropriate Dean or Vice President regardless of whether the individual is classified as an employee or an independent contractor.
- **“Signature of Associate Vice President for Business Affairs and Controller” field.** This field must be completed last. The president has delegated signature authority to the AVP and Controller. This form should be sent directly to the Assoc VP for Business Affairs and Controller through Adobe Sign for an electronic signature.

See instructions for preparing the [Classification Checklist here](#).

Use BF-P-F11 with AdobeSign

Four templates for BF-P-F11 are pre-configured and stored within Adobe Sign.

If you prefer to start from scratch, [download a blank version](#) from the Business Affairs forms website.

Template BF-P-F11: Version A UTA Employee

Follow the steps below or [watch this video tutorial](#).

1. Sign into Adobe Sign with your UTA credentials.
2. Choose “Start from Library” on the Home page.
3. Click the “Templates” tab.
4. Search for “BF-P-F11: Version A UTA Employee.”
5. Click on the name of the template and click the blue “Start” button.
6. Add recipients in the following order on the “Recipients” / “Get Documents Signed” screen:
 - a. Participant 1: Signature of Department Head; Signature for Approval of Service; Amount to be Paid; Signature for Payment Authorization and date fields. *(If these need to be assigned to a different person, add additional participants, and assign them to fields in the next step.)*
 - b. Participant 2: All fields in “Completion of Services” fields are assigned to Service Provider
 - c. Participant 3: Signature of Dean or Vice President and date
 - d. Participant 4: Signature of Associate Vice President for Business Affairs and Controller and date
7. Click the checkbox next to “Preview and Add Signature Fields.”
8. Click the blue “Next” button on the far right of the screen.
9. Review the document and click “Send” to proceed. *(This will allow you to complete the fields assigned to you as the Preparer/Sender.)*
10. Complete the fields assigned to you as the Preparer/Sender.
11. Click “Click to Send” at the bottom of the screen.
12. Click the Manage tab to monitor progress and select “In Progress.”
13. Wait to receive the completed form in your email. This is sent after it has been signed by all parties.
14. Forward the completed agreement via email to aps@uta.edu for payment processing.

Template BF-P-F11: Version B Independent Contractor

Follow the steps below or [watch this video tutorial](#).

1. Sign into Adobe Sign with your UTA credentials.
2. Choose “Start from Library” on the Home page.
3. Click the “Templates” tab.
4. Search for “BF-P-F11: Version B Independent Contractor.”
5. Click on the name of the template and click the blue “Start” button.

6. Add recipients in the following order on the “Recipients” / “Get Documents Signed” screen:
 - a. Participant 1: Approval of Service; Amount to be Paid; Signature for Payment Authorization and date field. *(If these need to be assigned to a different person, add additional participants, and assign them to fields in the next step.)*
 - b. Participant 2: All fields in “Completion of Services” fields are assigned to Service Provider
 - c. Participant 3: Signature of Dean or Vice President and date
 - d. Participant 4: Signature of Associate Vice President for Business Affairs and Controller and date

7. Click the checkbox next to “Preview and Add Signature Fields.”
15. Click the blue “Next” button on the far right of the screen.
16. Review the document and click “Send” to proceed. *(This action will allow you to complete the fields assigned to you as the Preparer/Sender.)*
17. Complete the fields assigned to you as the Preparer/Sender.
18. Click “Click to Send” at the bottom of the screen.
8. Click the Manage tab to monitor progress and select “In Progress.”
9. Wait to receive the completed form in your email. This is sent after it has been signed by all parties.
10. Forward the completed agreement via email to aps@uta.edu for payment processing.

Template BF-P-F11: Version C UTA Employee Grant Funded

Follow the steps below or [watch this video tutorial](#).

1. Sign into Adobe Sign with your UTA credentials.
2. Choose “Start from Library” on the Home page.
3. Click the “Templates” tab.
4. Search for “BF-P-F11: Version C UTA Employee Grant Funded.”
5. Click on the name of the template and click the blue “Start” button.
6. Add recipients in the following order on the “Recipients” / “Get Documents Signed” screen:
 - a. Participant 1: Signature of Department Head; Signature for Approval of Service; Amount to be Paid; Signature for Payment Authorization and date field. *(If these need to be assigned to a different person, add additional participants, and assign them to fields in the next step.)*
 - b. Participant 2: Principal Investigator and date *(If the Principal Investigator is also Participant 1, add them as Participant 1 and Participant 2. When acting as Participant 2, they will receive a separate email and they may have to reconfigure their signature.)*
 - c. Participant 3: Grant and Contract Services and date
 - d. Participant 4: All fields in “Completion of Services” fields are assigned to Service Provider
 - e. Participant 5: Signature of Dean or Vice President and date
 - f. Participant 6: Signature of Associate Vice President for Business Affairs and Controller and date
12. Click the checkbox next to “Preview and Add Signature Fields.”
13. Click the blue “Next” button on the far right of the screen.
14. Review the document and click “Send” to proceed. *(This action will allow you to complete the fields assigned to you as the Preparer/Sender.)*
15. Complete the fields assigned to you as the Preparer/Sender.
16. Click “Click to Send” at the bottom of the screen.
17. Click the Manage tab to monitor progress and select “In Progress.”
18. Wait to receive the completed form in your email. This is sent after it has been signed by all parties.
19. Forward the completed agreement via email to aps@uta.edu for payment processing.

Template BF-P-F11: Version D Independent Contractor Grant Funded

Follow the steps below or [watch this video tutorial](#).

1. Sign into Adobe Sign with your UTA credentials.
2. Choose “Start from Library” on the Home page.
3. Click the “Templates” tab.
4. Search for “BF-P-F11: Version D Independent Contractor with Grant.”
5. Click on the name of the template and click the blue “Start” button.
6. Add recipients in the following order on the “Recipients” / “Get Documents Signed” screen:
 - a. Participant 1: Approval of Service; Amount to be Paid; Signature for Payment Authorization and date field. *(If these need to be assigned to a different person, add additional participants, and assign them to fields in the next step.)*
 - b. Participant 2: Principal Investigator and date *(If the Principal Investigator is also Participant 1, add them as Participant 1 and Participant 2. When acting as Participant 2, they will receive a separate email and they may have to reconfigure their signature.)*
 - c. Participant 3: Grant and Contract Services and date
 - d. Participant 4: All fields in “Completion of Services” fields are assigned to Service Provider
 - e. Participant 5: Signature of Dean or Vice President and date
 - f. Participant 6: Signature of Associate Vice President for Business Affairs and Controller and date
7. Click the checkbox next to “Preview and Add Signature Fields.”
8. Click the blue “Next” button on the far right of the screen.
9. Review the document and click “Send” to proceed. *(This action will allow you to complete the fields assigned to you as the Preparer/Sender.)*
10. Complete the fields assigned to you as the Preparer/Sender.
11. Click “Click to Send” at the bottom of the screen.
12. Click the Manage tab to monitor progress and select “In Progress.”
13. Wait to receive the completed form in your email. This is sent after it has been signed by all parties.
14. Forward the completed agreement via email to aps@uta.edu for payment processing.

Overview of BF-P-F12

BF-P-F12 is for one-time payments per calendar year to individuals. It cannot be used for UTA employees, nonresident aliens, businesses, travel, multiple payments, anything grants/project funded or for payments over \$599.

Service Provider Information

Preparers should complete the following fields in AdobeSign:

- **“Name and Permanent Address” fields.** This information will be used on tax forms filed with the Internal Revenue Service (IRS) at calendar year end. Be sure to enter the service provider’s permanent address.
- **“Supplier ID/Employee ID” field.** If the service provider is determined to be an independent contractor according to the Classification Checklist, a vendor record must be established.
 - More Information: See the “PaymentWorks” tile on the [OCI Knowledge Services Training website](#) if the service provider is not already an approved supplier in UTShare.
 - Process Overview: PaymentWorks is a third-party payee management platform and UTA will invite the service provider through this platform. The service provider will register an account with PaymentWorks and complete UTA’s supplier questionnaire. Once the questionnaire is complete and submitted, the information will be validated against various banking and sanction lists to ensure compliance.
 - How to Access PaymentWorks: UTA users can access PaymentWorks by clicking the PaymentWorks icon at myapps.uta.edu. Payees can log into their accounts by visiting [the Sign In page on PaymentWorks' website](#).

Proposed Payment Information

Preparers should complete the following fields in Adobe Sign:

- **“Amount to Be Paid” field.** Enter the total amount to be paid.
- **“Date of Service” field.** No payment can be made before the end of service date.
 - Payroll Services will not accept an APS form if it is signed for future service dates.
 - Payments cannot be processed until services have been rendered.
 - Pre-dated, signed forms are not valid and will be returned to the department.
- **“Cost Center Title” field.** Enter the cost center title.
- **“Cost Center” field.** Enter the cost center number or project ID number.
- **“Name of Preparer,” “Department,” “Email,” and “Phone” fields.** Whomever is preparing this document needs to enter their information into these fields.
- **“Description of Service” field.** Provide a complete description of the service to be provided and location of services if outside the U.S.

Approvals Section

This is important to ensure that the individual is properly classified, and the appropriate paperwork is completed. APS forms and Classification Checklists must be reviewed and approved by Payroll Services for IRS tax compliance prior to payment.

Preparers should assign these fields to the appropriate recipients in Adobe Sign:

- **“Signature of Service Provider” field.** The service provider must provide a signature and date for each payment.
- **“Signature for Payment Authorization” field.** The APS form must be reviewed and signed by the department head (chair, dean, or director) or budget authority of the department soliciting the service. They sign each payment and the amount to be paid.

See instructions for preparing the [Classification Checklist here](#).

Use BF-P-F12 with AdobeSign

A template for BF-P-F12 is pre-configured and stored within Adobe Sign.

Follow the steps below or [watch this video tutorial](#) to learn how to use the template.

If you prefer to start from scratch, [download a blank version](#) from the Business Affairs forms website.

1. Sign into Adobe Sign with your UTA credentials.
2. Choose “Start from Library” on the Home page.
3. Click the “Templates” tab.
4. Search for “BF-P-F12: Independent Contractor Under \$599.”
5. Click on the name of the template and click the blue “Start” button.
6. Add recipients in the following order on the “Recipients” / “Get Documents Signed” screen:
 - a. Participant 1: Amount to be Paid; Signature for Payment Authorization and date field. *(If these need to be assigned to a different person, add additional participants, and assign them to fields in the next step.)*
 - b. Participant 2: Signature of Service Provider and date
7. Click the checkbox next to “Preview and Add Signature Fields.”
8. Click the blue “Next” button on the far right of the screen.
9. Review the document and click “Send” to proceed. *(This action will allow you to complete the fields assigned to you as the Preparer/Sender.)*
10. Complete the fields assigned to you as the Preparer/Sender.
11. Click “Click to Send” at the bottom of the screen.
12. Click the Manage tab to monitor progress and select “In Progress.”
19. Wait to receive the completed form in your email. This is sent after it has been signed by all parties.
13. Forward the completed agreement via email to aps@uta.edu for payment processing.

Prepare the Classification Checklists

The information provided in the Classification Checklist sections on both APS forms (BF-P-F11 and BF-P-F12) will assist UTA in determining whether the service provider will be classified as an independent contractor or as a UTA employee.

These questions are intended as a guide in making the classification. Further evaluation may be requested based on specific circumstances.

Both an APS form and Classification Checklist are required for independent contractors. Only an APS form is required for UTA employees.

Preparers should complete the following fields in AdobeSign:

- Service Provider Name
- Supplier ID
- Name of Preparer
- Phone Number of Preparer

Preparers should follow the prompts on the Classification Checklist to complete it.