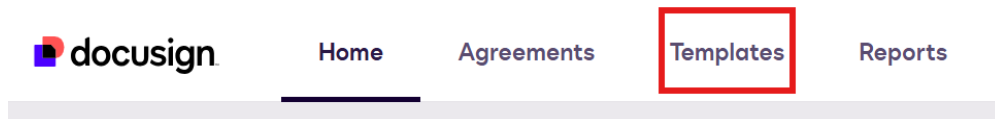


## Use Template from DocuSign for Payee Certification NOT the link from HR webpage

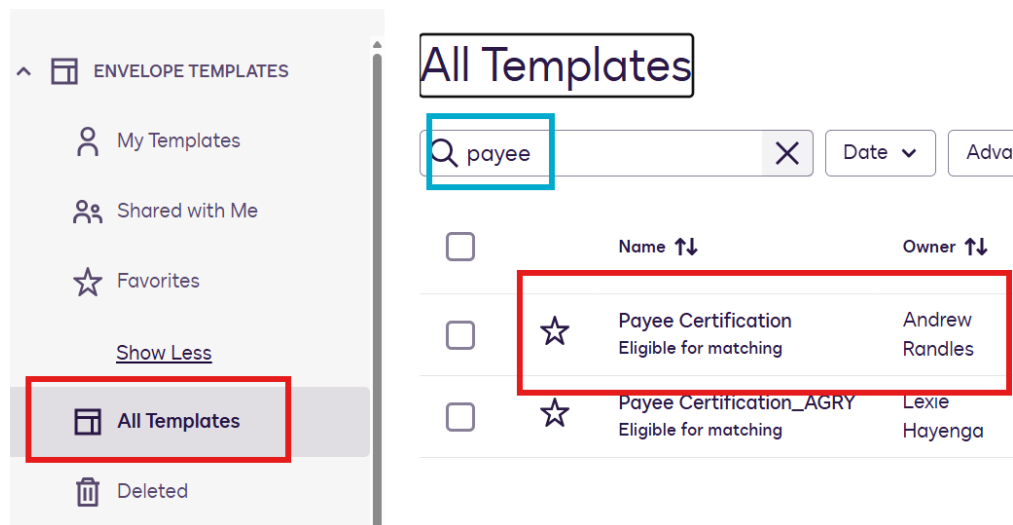
**Step One:** Open OneCampus and Choose DocuSign – Electronic Signature Software



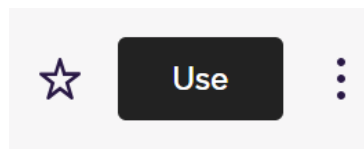
**Step Two:** Once DocuSign open Chose Templates



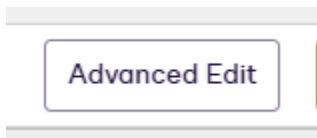
**Step Three:** Choose All Templates; use search field for Payee Certification and Click on Payee Certification document name



**Step Four:** Click Use to initiate PC form



## Step Five: Click “Advance Edit”



## Step Six: Add recipients

Add recipients

Document Initiator

Needs to Sign Customize

1

Name \*

Email \*

Consultant

Needs to Sign Customize

2

Name \*

Email \*

Department Head/Programmatic Authorization

Needs to Sign Customize

3

Name \*

Email \*

## Step Six: Send form

*Each role has a designated color and fields required by that role are color coded*

Payee Certification	
Name	Text
US Tax ID Number/SSN: (last four digits only)	Text
Has a Statement of Work (SOW) been executed for this entity/individual?	n/a
<a href="#">(Required when services provided are over 160 hours or multiple payments B@P process: Initiating a Consulting Agreement)</a>	
Business Type (Check One):	<input checked="" type="radio"/> Individual/Sole Proprietor/single-member LLC/Partnership <input type="radio"/> S or C Corporation/Trust/Estate/Other
Description of Services / Reason for Payment:	Text
Period Covered by Payment	Text
Was the work performed outside the United States?	Select
Have you been paid by Purdue Before?	Select
If yes, has your address or banking information changed since the last payment?	Select

- The form will go to the initiator first and you will complete the fields required for your role
- Once initiator has completed their portion, the Payee will complete their fields on the PC form
- Final- the Dept Head/Program Authorization will be signed

### Please note:

- ✓ The form does not do the final calculation so that will need to be completed by the initiator/consultant