

**BANNER FINANCE MODULE**



**SPQ Web Form**

**Coming March 9, 2009**

**New SPQ Web Form**

In response to the CATR initiative asking for improvements to the Service Provider Questionnaire process, the Financial Services Division is pleased to announce that a new, smarter, simpler SPQ Web form will replace the existing paper SPQ form on March 9, 2009.

The foundational principle of the new SPQ Web Form is to reduce the end-user's inconvenience by requiring as few responses to questions as possible while still giving the Central Accounting Offices the information they need. In most cases, the end-user will no longer need to fill out the entire SPQ form. Instead, the new enhanced form will guide the user through only the necessary questions that apply based on their individual circumstances. Once sufficient information has been obtained to make an independent contractor/employee determination, the form will automatically ask the end-user to skip to the end of the form.

Additionally, the new SPQ Web Form will be submitted electronically, saving trees and eliminating paper waste.