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## *Outside Consultant Checklist*

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The following items must be completed and submitted to the Compliance Office for review before hiring an outside consultant.

- Compliance Outside Consultant Form
- Consultant's Resume
- Consultant's Professional License (if applicable)
- Consultant's Malpractice/Professional Liability Insurance Documentation
- Consultant's Substitute W-9
- ASU Employee/Independent Contractor Determination Checklist
- Departmental Professional Services Order