Directions for the 1400 Form

A completed 1400 form must be submitted to the Business Office at least three (3) weeks prior to the date of the event.

The 1400 form must include the following information:

- Cost center number (account number)
- Name of the person or entity who is to be paid
- Complete street address (PO box numbers not acceptable)
- If contracting with a person, provide social security number
- If contracting with an entity, provide Federal I.D. number and State I.D. number (if Minnesota business)
- Dates of service (e.g., time frame over which the contractor will complete the work, date and time of performance)
- Description of what the contractor, performer, entertainer, or speaker is going to do (be specific)
- Dollar amount of the contract
- Any expenses that are to be reimbursed and whether the expenses are included in the fee or not*
- Two signatures

*If a fee can be agreed upon that includes expenses, this eliminates the need for receipts and expense forms. If such an agreement is reached, the words "Fee includes expenses" should be included in the description area on the 1400 form.