



Consultant Services Agreement (CSA) Invoice Instructions

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the following requirements outlined below. Please submit one invoice per email with any required backup documents in PDF format to: ap.invoices@jpl.nasa.gov

Invoice Requirements

- Invoices should be typed (not hand written)
- Consultant name, address, phone number
- Invoice number
- Invoice date
- Consultant PO/number/Agreement number
- Brief description of work performed
- Consultant services: period of performance, total number of days worked, number of days worked in California (if applicable), daily rate
- Travel related expenses
- Current amount due (compensation + travel expenses)
- Project and task numbers
- Certification statement
- Consultant's signature

Notes

- A. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Services (IMS):
1. Once we receive your invoice, we review each invoice for the above requirements.
 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
 3. We then send invoices to the JPL Contract Technical Manager (CTM) for review and approval.
 4. Once we receive CTM approval on invoices, we will process your invoice for payment.
- B. For faster payment, IMS recommends signing up for Direct Deposit. Please visit our website and download the Direct Deposit Authorization form.
- C. **Notice of Potential Tax Withholding** incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including customization of tangible goods, performed in California or (2) rental or lease of real or tangible property in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.



CONSULTANT SERVICES AGREEMENT (CSA) - INVOICE

CONSULTANT INVOICE

CONSULTANT INVOICE	
CONSULTANT NAME	
ADDRESS (IF REMITTANCE ADDRESS DIFFERENT, INDICATE BELOW)	
CITY, STATE AND ZIP CODE	TELEPHONE
BRIEF DESCRIPTION OF WORK	
The following billing is for consulting services performed for the Jet Propulsion Laboratory (attach list of the exact dates worked and any other details specified in the Agreement): From _____ to _____ in accordance with the terms of referenced Agreement _____ days @ \$ _____ per day Amount \$ 0.00	
For non-residents of California: Days worked in California (Non-CA residents may be subject to state tax withholding) _____ days @ \$ 0.00 = \$ 0.00	
Travel by private vehicle as authorized in the referenced Agreement _____ miles traveled @ \$ _____ per mile \$ 0.00	
Other expenses incurred and authorized in the Agreement. (Attach receipts in accordance with provisions of Agreement and explain)	
TRANSPORTATION	
RENTAL CAR	
LODGING	
PER DIEM	
MISCELLANEOUS	
TRAVEL AND EXPENSES \$ 0.00	
CURRENT AMOUNT DUE \$ 0.00	
PROJECT/TASK NUMBERS TO BE CHARGED TO BE FILLED IN BY CONSULTANT	
FOR JPL ACCOUNTING PURPOSES ONLY	
NON-RESIDENT STATE TAX \$	
FEDERAL WITHHOLDING TAX \$	
NET AMOUNT DUE \$	
Total 0.00	
I HEREBY CERTIFY THAT THE ABOVE BILL IS CORRECT AND JUST, THAT PAYMENT HAS THEREFORE NOT BEEN RECEIVED, AND THAT THE BILL IS PRESENTED WITH THE KNOWLEDGE THAT THE AMOUNT PAID HEREUNDER WILL BECOME THE BASIS OF A CLAIM AGAINST THE UNITED STATES GOVERNMENT.	
CONSULTANT SIGNATURE	Date
IMS Version 3.0 7/20/2020	