

## Independent Contractor Worksheet

Name: \_\_\_\_\_

Company: \_\_\_\_\_

If Foreign National - Country: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Campus Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Individual	
Sole Proprietor	
Corporation	
Current Employee?	
*Prior Employee?	
Expected Hire?	

\*within last year

### IRS Common Control Factors

Facts that provide evidence of the degree of control and independence fall into three categories:

*Behavioral:*

Does the company control or have the right to control what the worker does and how the worker does his or her job?

Will the University have the right to give the worker instruction about when, where, and how to perform the job?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will the University train the employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will the University evaluate the employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Financial:*

Are the business aspects of the worker's job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)

Will the University provide the office?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will the University pay travel/business expenses?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is there an opportunity for profit or loss?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are services available to the market?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a flat fee payment?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Type of Relationship:*

Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

Will the University provide employee benefits?

Yes \_\_\_\_\_ No \_\_\_\_\_

Can the University terminate the worker at any time without incurring liability?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are the services being performed a regular business of the University?

Yes \_\_\_\_\_ No \_\_\_\_\_

What is the project period?

\_\_\_\_\_

### Classification Factors - Evaluation

Comments:

Determination

Hire as employee

Hire as independent contractor


Authorization