

Employee or Independent Contractor/Consultant

These questions were prepared by the IRS to assist in determining whether a particular individual should be appointed as an independent contractor/consultant or as an employee. Please answer the following questions, and for every "Yes" answer, please write a brief explanation on the lines located directly beneath that particular question. This form is to be completed by the hiring authority and turned in to the Office of Human Resources upon completion.

YES	NO
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1) Is the worker required to follow your instructions on how work gets done

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2) Do you train the person?

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3) Are the worker's services critical to continuation of your business?

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4) Do you require the individual to personally perform the work?

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5) Do you hire assistants for the person?

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6) Do you have a continuing relationship with the individual?

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7) Do you dictate the number of working hours?

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8) Do you require the person to spend all of his or her work day on your projects?

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9) Does the person work on your premises?

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10) Do you dictate that work is done in a certain sequence?

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11) Do you require reports regarding steps taken or work accomplished?

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YES	NO
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1) Do you pay by the hour, week, or month?

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2) Do you pay the individual's business or travel expense?

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3) Do you supply the tools?

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4) Does the worker depend on your investment in work areas to get the job done?

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5) Does the worker incur a risk of financial loss if some services are poorly performed

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6) Does the person work only for your business?

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7) Does the individual fail to offer services to the general public?

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8) Do you have the right to fire an individual?

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9) Can the worker quit at any time without incurring a loss?

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I hereby certify that the information provided above is accurate and correct to the best of my knowledge

Signature of Hiring Authority

Date

For Human Resource Use Only

Employee: _____

Independent Contractor/Consultant: _____

By: _____