

SIUC Independent Contractor Analysis Form

Instructions:

This form is required before processing payment for services to an individual using a Social Security Number. It should be completed prior to the beginning of services. If the University is contracting with an individual as an independent contractor, it is important to establish that the nature of the service does not constitute an employee/employer relationship. The following questions are necessary to enable proper tax withholding and reporting. Please complete the following with the prospective payee's cooperation. Use the lines following the questions to provide comments. If more space is needed, use the back of the form or attach a separate sheet.

Prospective Payee:

Social Security Number _____ Name _____

Purpose of work _____

Specific expertise required _____

1. Yes ___ No ___ Is the individual an enrolled student or a current employee of SIUC? _____

2. Yes ___ No ___ Will the individual provide services exclusively for SIUC? (The individual does not provide services to the general public.) _____

3. Yes ___ No ___ Does the university have the right to supervise how the work is completed? _____

4. Yes ___ No ___ Is there a regular or on-going relationship with the individual? (The university is contracting with the individual for more than a one-time task.) _____

5. Yes ___ No ___ Are the hours of work established by SIUC? _____

6. Yes ___ No ___ Will payment be based on the hours of service multiplied by an hourly, weekly or monthly rate? _____

7. Yes ___ No ___ Will SIUC provide assistance to the individual such as additional personnel, supplies, equipment or reimbursement for expenses? _____

8. Yes ___ No ___ May the individual cease providing services prior to completion of the work without incurring legal liability? _____

If the response to any question is yes, forward this form to Human Resources, Mailcode 6520. You will be contacted to discuss the independent contractor status of the individual.

If the responses to all questions are no, complete the signatures and forward with the Purchase Requisition to Purchasing.

All the information on this form is true and correct to the best of my knowledge. I understand that the services will be performed as an independent contractor and not as an employee. The university will not withhold any taxes from the payments made under this contract. The payment for the services will constitute self-employment income for income tax purposes and may be subject to reporting to the Internal Revenue Service on Form 1099. I also certify that I am eligible to perform services and receive payment based on the following status: U.S. citizen ___ Permanent resident ___ Foreign National with proper work authorization

Prospective payee signature _____ Date _____

I certify that the information on this form is true and correct to the best of my knowledge. I understand that should the IRS later determine that Independent Contractor status was incorrect, and that this individual should have been classified as an Employee, this department will be responsible for payment of any penalties or employer taxes.

Fiscal Officer signature _____ Date _____

Department _____

HR use only

Recommended status: C.S. Extra Help Overtime Internal Consulting Restricted Term Appointment Independent Contractor

Reviewed by _____ Date _____