

**PART I** -- To be completed by prospective independent contractor (i.e., the individual providing a service)

Are you a citizen of the United States? Yes No

If the answer is "NO", what visa type do you have? \_\_\_\_\_

*If you are not a US Citizen or do not have Permanent Residency you need to fill out an International Tax Questionnaire*

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

E Mail \_\_\_\_\_ Social Security Number or EIN for above name: \_\_\_\_\_

Describe the Services to be provided: \_\_\_\_\_

Term of Service (specific dates): \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

How fee is determined: Fixed Milestone Hourly Rate \_\_\_\_\_ Other \_\_\_\_\_  
(Rate) (Describe Method)

Do you have a relative employed at the University? Yes No If "Yes" provide their name/department: \_\_\_\_\_

<b>Section I – Relationship with the University</b>		
A. Do you currently work for the University as an employee?	Yes	No
B. Has the University extended you an offer of employment?		
C. Have you worked as an employee of the University during the 12 months prior to the date of this contract?		
<i>If the answer is "NO" to all questions, proceed to Section II.</i>		
<i>If the answer is "YES" to any of the questions, the individual should be classified as an employee and paid via payroll.</i>		
<b>Section II – Classification Guidelines (Complete only one, A, B or C, depending on the services you will provide)</b>		
<b>A. Guest Speaker/Continuing Education Instructor</b>	Yes	No
1. Will you teach a course from which students will receive credit toward a degree?		
<i>If the answer is "Yes", treat the individual as an employee. If "No", proceed</i>		
2. Will the University provide you course materials and tools?		
3. Will the University reimburse you for course related expenses?		
<i>If the answer to questions 2 and 3 is "Yes", treat the individual as an employee. If the answer to either is "No", proceed</i>		
4. Have you been invited, as a guest speaker, to lecture in a seminar, colloquium, class, etc?		
5. Have you been engaged by the University fewer than 5 times in the past 12 months?		
<i>If the answer to questions 4 and 5 is "Yes", treat the individual as an independent contractor.</i>		
<i>If the answer to either question is "No", proceed to question 6.</i>		
6. Have you provided the same or similar services to other unrelated entities in the last 12 months?		
7. Will the department provide specific instructions regarding performance of the required work rather than relying on your expertise?		
<i>Regardless of whether question 6 is answered "Yes" or "No", if the answer to question 7 is "Yes", then the individual will be treated as an employee.</i>		
<b>B. Researcher</b>	Yes	No
1. Will you perform research under the supervision of a University professor or employee?		
<i>If the answer to question 1 is "Yes", treat the individual as an employee.</i>		
2. Will you serve in an advisory or consulting capacity with a University Professor or employee?		
3. Have you provided the same or similar services to other unrelated entities in the last 12 months?		
4. Will your period of service be completed within a finite time frame?		
<i>If the answer to questions 2,3, and 4 is "Yes", treat the individual as an Independent Contractor, otherwise treat the individual as an employee.</i>		
<b>C. Individual not covered under A and B</b>	Yes	No
1. Have you provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months?		
2. Will your period of service be performed within a finite time frame?		
3. Will the department provide specific instructions regarding performance of the required work rather than relying on your expertise?		
4. Will the University set the number of hours and/or days of the work week that you are required to work, as opposed to you setting your own work schedule?		
<i>If the answer to question 1 and 2 is "Yes" and 3, and 4 is "No", treat the individual as an Independent Contractor.</i>		
<i>Otherwise the individual should be paid as an employee via payroll.</i>		

**PART II -- To be read and signed by Individual providing the service -- SIGNATURE REQUIRED FOR PAYMENT**

By signing below, I warrant and affirm that the information provided herein is true, complete and correct. I agree to personally, indemnify and hold the University of Arizona harmless from any claim, damages or liabilities resulting directly or indirectly from reliance thereon. I understand that I qualify  or do not qualify  (**You must check one, and only one**) as an Independent Contractor and that I am responsible for any taxes resulting from this engagement.

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return this signed form to the University department/unit that engaged you to perform services. **Do NOT begin work until** you have received a signed copy of this form from the University.

If you qualify as an independent contractor, most engagements require you to obtain a **Purchase Order** from the University **prior to beginning work. Do not begin work until you have a purchase order or have verified that you are not required to obtain one.** Failure to follow this instruction may result in nonpayment for services. This form combined with the University Purchase Order constitutes the entire agreement between you and the University of Arizona.

If you do not qualify as an independent contractor you must go through the payroll process before performing services.

**PART III -- For Official Use Only -- TWO SIGNATURES ARE REQUIRED FOR PAYMENT**

**THIS PART TO BE COMPLETED BY UNIVERSITY DEPARTMENT/UNIT REPRESENTATIVE:**

**The University employee signing below warrants: that he or she has reviewed the information provided on the reverse side of this form; that the information is true to best of the signer's knowledge, and; the individual's representations regarding the services to be performed and concomitant compensation to be paid are correct.**

The signer below should be the University Employee most familiar with the independent contractors operations

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

I have reviewed FRS Policy 9.12 and the information provided on the reverse side of this form. Based upon my review, and/or other knowledge that I may possess, I have determined that the reverse side of this form is complete and the Individual named in Part I qualifies  or does not qualify  (**You must check one and only one**) as an Independent Contractor as that term is defined by the Internal Revenue Code.

The signer below should be the University Employee with the authority to request payment for the independent contractor (i.e., sign a Check Request or Purchase Requisition)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Sign Name)

\_\_\_\_\_  
Date

Authorized College/Division Representative (if applicable)

\_\_\_\_\_  
Date

(Sign Name)

**PART IV -- For Official Use Only -- SIGNATURE NOT REQUIRED FOR PAYMENT**

**THIS PART TO BE COMPLETED BY UNIVERSITY TAX COMPLIANCE SECTION:**

I have reviewed the information provided on this form and contacted the department/unit representative for additional information as I deemed necessary. Based upon my review and/or my conversations with \_\_\_\_\_, I have concluded that the  
(Department Representative Name)

Individual named in Part I qualifies  or does not qualify  (**You must check one and only one**) as an Independent Contractor as that term is defined by the Internal Revenue Code.

Authorized Tax Compliance Representative \_\_\_\_\_

(Sign Name)