

WOODBURY UNIVERSITY

Independent Contractor Questionnaire

Independent contractor name: _____

To be completed by sole proprietors / individuals / students and to be included with the Vendor Profile Form.

Please answer all questions if providing services to help Woodbury University (the University) determine whether there is an employer/employee relationship for employment tax purposes. Questions not answered may result in a delay of payment to vendor.

The questions below will provide information as to the degree of control and the degree of independence in the relationship between the individual performing services and the University, although additional information may be requested to make the appropriate determination. Final determination is based on consideration of all known facts and not any one answer alone.

	Question	Yes	No	N/A
Current employer/employee relationship				
1	Are you currently employed by the University?			
2	Have you been on University payroll (regular or temporary appointment) prior to the date these services are to begin?			
3	Does the University plan to hire you as an employee soon after the period of your services as an independent contractor?			
4	Are you currently working as an independent contractor for the University, and/or have you worked as an independent contractor for the University within the past 12 mos.?			
Behavioral control				
5	Does the University have the right to control how your work is performed?			
6	Does the University provide training to you?			
7	Do you set your own hours of work?			
8	Do you furnish your own tools or supplies to perform your services?			
9	Do you perform your tasks off University premises?			
10	Do you have your own insurance for work-related injuries?			
Financial control				
11	Do you make your services available to other clients or the general public?			
12	Will you have unreimbursed expenses by the University in carrying out your services?			
13	Has an agreement or contract been entered into between you and the University? (If you answer "Yes," please attach a copy)			
14	Are the services you are providing to the University entrepreneurial in nature (i.e., you can realize a profit or incur a loss)?			
Additional considerations - Lecturers				
15	Are you a "guest lecturer," (e.g., an individual who lectures at only one or two class sessions)?			
16	Are you the primary instructor in a department course being offered for academic credit towards a university degree?			
17	Are you responsible for the content of the lecture/presentation (vs. presenting materials that have been prepared/dictated by the University)?			
18	Please provide a detailed description of services you will be providing:			

Completed by:

Name (Independent Contractor): _____ D/B/A (if different): _____

Signature: _____ Date: _____

Please return this completed form to your University contact, so that they can include with the **Vendor Profile Form**.

<p>To be verified by WU Business Office</p> <p>The above individual has been determined to be an: Independent Contractor Employee</p> <p>HR Rep Signature: _____ Date: _____</p>
