

UNIVERSITY INDEPENDENT CONTRACTOR CHECKLIST

Human Resources



Pacific ID # _____

Date Prepared: _____

IMPORTANT – READ & COMPLETE BOTH PAGES

Please type or print, blue or black ink only

INSTRUCTIONS:

1. **COMPLETE AND SUBMIT THIS FORM TO HUMAN RESOURCES PRIOR TO PERFORMANCE OF SERVICE.** If service is rendered prior to completion and approval of this form, payment and/or timely payment cannot be guaranteed.
2. If this is the first payment from the University of the Pacific, please contact Purchasing for vendor set-up. Please note that Purchasing will create an ID Number (98#) in the vendor file only after Human Resources has approved the vendor as an Independent Contractor rather than an employee.
3. This form is for use in conjunction with the Standard Services Agreement according to University policy.
4. The questions on page 2 must be answered to avoid penalty assessed by the IRS for payments to fraudulent independent contractors.

INDEPENDENT CONTRACTOR BUSINESS INFORMATION

Independent Contractor Name: _____
First M.I. Last

Legal Business Name (if other than above): _____

U.S. Taxpayer Identification Number (REQUIRED): _____

Citizenship: U.S. Citizen/ Permanent Resident _____ Non-Resident Alien (Must see Payroll if form approved)

Mailing Address: _____
Street Number and Name

Mailing Address: _____
City State Zip

SERVICES TO BE PROVIDED

Specific date(s), time(s) and location(s) that service(s) are to be performed: _____

Detailed description of services to be performed (Attach additional sheet if necessary):

This arrangement shall not affect any change in ownership of any work product, material, or any other documents or information prepared, presented, or distributed by the Independent Contractor while providing the services listed above.

Total fees and payment schedule agreed upon for services to be performed: \$ _____

Index Code (for Sponsored Programs): _____

Payment shall be by check unless prior arrangements are made for payment by direct deposit (DDA).

The University shall report all payment(s) to the Internal Revenue Service as required by law.

- *If the Independent Contractor Checklist is not approved, the person must be classified as an employee.
- * The University will not accept Pacific faculty, staff, or students as independent contractors.

DEPARTMENT HIRING ADMINISTRATOR AND CONTRACTOR:

The following 20 common law principles are applied by the IRS in their review of proposed contractors being properly classified as independent contractors.* Please respond "Y" (Yes) or "N" (No) to each of the following questions regarding the individual being contracted to work for your project (program).

- 1. Will the individual be given or required to follow detailed instructions as to what methods of operation to use to accomplish their task (as opposed to what the task is)?
2. Will you provide training to the individual to perform the task?
3. Will the individual be allowed to hire others to do the work for them?
4. Will the individual establish his/her own work hours?
5. Will the work performed be essential to your project?
6. Will the individual have a continuing relationship with the project?
7. Will the individual be able to hire, supervise, and pay assistants to the contractor, independent of you?
8. Does the individual have customers other than Pacific?
9. Will the individual decide when and where the work will be performed?
10. Will the individual determine the order and sequence that he/she does the work?
11. Will the individual be required to submit interim reports to you?
12. Will the individual be paid for the job, not the time spent doing the job?
13. Will the individual work for more than one firm at a time?
14. Will the individual pay for his/her expenses involved in completing the work?
15. Will the individual furnish his/her own tools and supplies?
16. Can the individual perform his/her services without the benefit of tools, services, etc. from your project's facilities?
17. Can the individual prove that the services provided are made available to other customers?
18. Will the individual be liable for any expenses, liabilities, and/or losses he/she may encounter in performing his/her job?
19. Can the individual be fired at will?
20. Can the individual be paid for partial completion of a job?

CERTIFICATION

Based on the information contained in this document (both pages), it is my determination that the desired service should be most properly obtained from a hired contractor. I acknowledge that the University may hold my department financially responsible for any additional costs due to misclassification.

Name: Extension:
Department: Date:

SUBMIT THE COMPLETED FORM TO HUMAN RESOURCES

By e-signing and submitting this form, you acknowledge that you are the authorized Department Administrator, and have reviewed and agree with all the information contained in this Checklist.

Sign-Off by Reviewing Department:

Independent Contractor OK to work: Human Resources Yes No
Must contact Purchasing for vendor setup: Purchasing Date:
Must see Payroll for additional paperwork: Payroll Date:

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