

Bradley University
Determination of Independent Contractor Status for:
(Form is to be completed by Bradley University personnel)

 Individual's Full Name (printed)

Individuals who perform services for any Bradley University (University) department/unit/center are presumed to be employees of the University unless the relationship satisfies IRS standards for Independent Contractor. The questions below will determine whether the individual satisfies IRS standards for Independent Contractor status.

Is the individual a U.S. Citizen? Yes ___ No ___ *If "Yes", proceed to Part A of this form. If "No", please contact the Payroll Department and Do Not complete this form at this time.*

CRITERIA FOR DETERMINING INDEPENDENT CONTRACTOR STATUS

PART A (Answer all five of the following questions.)

- 1. Is the individual currently employed by Bradley University? ___ Yes ___ No
- 2. Does this individual provide essentially the same service as an employee of the University? ___ Yes ___ No
- 3. Has this individual previously been paid as a University employee to perform essentially these same tasks? ___ Yes ___ No
- 4. Is it currently expected that the University will hire this individual as an employee immediately following the termination of the service provided? ___ Yes ___ No
- 5. Will this individual supervise or direct University employees as part of the service provided? ___ Yes ___ No

If the answer to **any one** of the above questions is **yes**, then for tax purposes, the individual **is to be treated as an employee**. There is no need to proceed to Part B. If all the answers to the above questions were no, proceed to Part B.

PART B (The individual belongs in one of the following categories. Determine the appropriate category and answer all questions therein.)

- 1. **Teacher/Lecturer/Instructor** (If N/A, please complete Part B2)
 - a. Does this individual provide their services exclusively to Bradley University? ___ Yes ___ No
 - b. Will this individual teach/lecture/instruct for at least one semester? ___ Yes ___ No
 - c. Is the individual responsible for administering the course (i.e. selecting course materials; establishing course objectives, preparing & grading tests; etc.)? ___ Yes ___ No
 - d. Will this individual perform the services on a continuing basis as part of the department or centers ongoing operations? ___ Yes ___ No
 - e. Is the individual a guest lecturer AND has the individual been compensated by the University more than two times in the last 12 months? ___ Yes ___ No
- 2. **Individuals not covered under Part B1**
 - a. Does this individual provide their services exclusively to Bradley University? ___ Yes ___ No
 - b. Will the department/unit/center provide the individual with specific instructions regarding performance of required work as opposed to relying upon individual's expertise? ___ Yes ___ No
 - c. Will the department/unit/center determine and/or set the individuals daily work schedule? ___ Yes ___ No
 - d. Will this individual perform the services on a continuing basis as part of the department, centers or units ongoing operations? ___ Yes ___ No

If the answer to **any one** of the questions in Part B1 or Part B2 is **yes**, then for tax purposes, the individual **is to be treated as an employee**. There is no need to complete the remainder of this form. If all the answers to the questions in Part B1 or B2 were no, the department/unit/center certification must be completed.

Department/Unit/Center Certification Based upon the responses to the questions contained in Part A and Part B above, the individual has been determined to be an independent contractor.

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, the University may be subject to penalties.

 Approved By (Signature)

 Date

 Name and Title of Individual Approving this Form

 Originating Department/Center/Unit

If the individual is determined to be an independent contractor, the reverse side of this form must be completed.