EMPLOYEE/INDEPENDENT CONTRACTOR DETERMINATION QUESTIONNAIRE

I. Please print all information

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Social Security Number</th>
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<tr>
<th>Department</th>
<th>Form Preparer</th>
<th>Phone Number</th>
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II. Current Relationships with the University

Does this individual currently work for the University as an employee?  
[ ] Yes  Treat as an employee  
[ ] No  Go to Section III

III. Classification Guidelines (Complete only ONE of A, B, or C, depending on the services performed by the individual.)

A. Teacher/Lecturer/Instructor

1. Is the individual a “guest lecturer” (e.g., an individual who lectures at only one or two class sessions during the semester)?  
[ ] Yes  Treat as an ind. contractor  
[ ] No  Go to #2

2. Is the individual the primary instructor of a course, be it for college credit, continuing education credit, or noncredit?  
[ ] Yes  Treat as an employee  
[ ] No  Treat as an ind. contractor

B. Researcher

Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the researcher is hired to perform research for a particular University professor/doctor, please indicate which of the following relationships is applicable.

Relationship #1:  The individual will perform research for a University professor/doctor under an arrangement whereby the University professor/doctor serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor/doctor).  
[ ] Treat as an employee

Relationship #2:  The individual will serve in an advisory or consulting capacity with a University professor/doctor (i.e., the individual will be working with the University professor/doctor in a “collaboration between equals” type arrangement).  
[ ] Treat as an ind. contractor

C. Individuals Not Covered Under Teacher/Lecturer/Instructor/Researcher

1. Does the individual routinely provide the same or similar services to the general public as part of a continuing trade or business with the opportunity for profit or loss?  
[ ] Yes  Go to #2  
[ ] No  Go to 1a

1a. Does the individual offer their services to the general public through advertising, solicitations, brokers, or other similar activities?  
[ ] Yes  Go to #2  
[ ] No  Go to 1b

1b. Does the individual provide services under a registered or licensed business name?  
[ ] Yes  Go to #2  
[ ] No  Treat as an employee

2. Does the individual have a written contract for a specific period of time or to complete a specific result which also identifies the individual as an independent contractor for federal tax purposes?  
[ ] Yes  Treat as an ind. contractor  
[ ] No  Go to #3

3. Will the department provide this individual with specific instructions regarding performance of the required work rather than rely on the individual’s expertise?  
[ ] Yes  Treat as an employee  
[ ] No  Go to #4

4. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule?  
[ ] Yes  Treat as an employee  
[ ] No  Treat as an ind. contractor