

Independent Contractor Checklist Form

Part 1
Service Provider/Name:

Is this Person a Current or Former UNF Employee or A Newly Hired Employee not yet on payroll:
 No

 Yes

*(See Below) N#

Dept:

Index:

Req#:

Part 2
IRS Common Law Guidelines

Behavioral Control: (Check all that apply)	YES	Employee Classification	NO	Independent Contractor Classification
1. Will you provide instruction about when, where, and how the work is to be done?	<input type="checkbox"/>	Complies with the unit's instructions.	<input type="checkbox"/>	Determines own schedule, location, and tasks.
2. Will you provide training to the individual?	<input type="checkbox"/>	Trained by UNF.	<input type="checkbox"/>	Responsible for own training.
3. Will you require the individual to perform the services personally?	<input type="checkbox"/>	Must be performed personally.	<input type="checkbox"/>	Can be performed by his/her employees or subcontractors.
4. Will UNF establish the hours of work?	<input type="checkbox"/>	UNF sets the hours.	<input type="checkbox"/>	Responsible for his/her own schedule.
5. Will UNF require the services full-time during the duration of the contract?	<input type="checkbox"/>	UNF requires full-time commitment.	<input type="checkbox"/>	Can work for others during period of the contract.
6. Will the work be performed on UNF premises?	<input type="checkbox"/>	Performed at UNF.	<input type="checkbox"/>	Performed at the individual's place of business.
7. Will UNF require progress reports on a regular basis?	<input type="checkbox"/>	UNF requires reports.	<input type="checkbox"/>	Reports are not required unless stipulated in contract.
Financial Control: (Check all that apply)	YES	Employee Classification	NO	Independent Contractor Classification
8. Will the contract be based on hourly, weekly, or monthly rate?	<input type="checkbox"/>	UNF pays on an hourly, weekly, or monthly basis.	<input type="checkbox"/>	UNF pays per project.
9. Will UNF pay the worker's business and/or traveling expenses?	<input type="checkbox"/>	UNF pays the business and traveling expenses.	<input type="checkbox"/>	Responsible for all expenses and can maximize profit by managing costs.
10. Will UNF furnish equipment, materials, tools, and/or supplies?	<input type="checkbox"/>	UNF furnishes equipment, materials, tools and/or supplies.	<input type="checkbox"/>	Individual furnishes everything.
11. Is the service provider's office in a home?	<input type="checkbox"/>	Works at home.	<input type="checkbox"/>	Rents office space at fair market value from an unrelated party and/or has employees as a workforce for his/her projects. Has significant investment in business.
Relationship: (Check all that apply)	YES	Employee Classification	NO	Independent Contractor Classification
12. Does the service provider work for one firm at a time?	<input type="checkbox"/>	Works for only one firm at a time.	<input type="checkbox"/>	Performs services for multiple unrelated customers at the same time.
13. Does the service provider make his/her services known to the public primarily through word of mouth?	<input type="checkbox"/>	Makes his/her services known by word of mouth.	<input type="checkbox"/>	Advertises his/her business in publications, yellow pages, web, etc.
14. Does UNF have the right to discharge the worker?	<input type="checkbox"/>	UNF has the right to discharge.	<input type="checkbox"/>	Cannot be fired if he/she produces a result based on the specifications of the contract.
15. Does the individual have the right to end his/her relationship with UNF at any time without incurring liability?	<input type="checkbox"/>	The individual can terminate at anytime.	<input type="checkbox"/>	The service provider incurs liability for non-delivery.
16. Does UNF anticipate a continuing relationship?	<input type="checkbox"/>	UNF anticipates a continuing relationship.	<input type="checkbox"/>	A continuing relationship is not anticipated. Projects will be awarded only when the need arises, and will be based on bids and specifications.
17. Will you integrate the worker's service into your daily operations by providing email, an office, and requiring attendance at meetings?	<input type="checkbox"/>	Integrated into unit.	<input type="checkbox"/>	Independent of unit activities.

Part 3
Evaluation and Certification
Purchasing/Accounts Payable will have the final determination of status based on answers provided to checklist and must be approved prior to execution of contract.

I acknowledge that University of North Florida may hold my unit financially responsible for any taxes, interest, or penalties that the Internal Revenue Service or other regulatory bodies might assess due to misclassification.

Signature:

Printed Name

Dean/Director/Dept. Head

Phone:

Email:

Date:

*** Yes: Independent Contractor Status is not appropriate. The individual must be hired under an OPS Contract through the Office of Human Resources. This form is not required for employment through Human Resources.**