



INDEPENDENT CONTRACTOR QUESTIONNAIRE

Name of Business or Individual: _____
 If Business, Name of Owner(s): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 SSN/ITIN of Individual/Business Owner: _____
 Date(s) of service: _____
 *Total Contract Amount: \$ _____

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are you a U.S. Citizen or Permanent Resident Alien? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a current employee or have you been an employee of Texas Tech University System, Texas Tech University or Health Sciences Center (“TTUS”) during the past twelve months?
If you answered “yes”, the payment MUST be paid through the Payroll Office. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you performing the services as a physician, lawyer, dentist, veterinarian, contractor, subcontractor, public stenographer, auctioneer or someone who follows an independent trade in which you offer services to the public?
If you answered “yes”, once completed please sign, date and return form to Contract Manager for processing with your contract. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you required to comply with instructions about how the work is to be performed? (e.g., instructions on when/where to work, what tools to use, where to purchase supplies, what order to follow, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you being trained by TTUS to perform the services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you required to perform the services personally (e.g., cannot delegate the job to others)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does TTUS hire, supervise and pay assistants to help you with the services provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are the services being provided to TTUS on a continuing (frequent or long-term) basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does TTUS set your work schedule (e.g., the number of hours to work and when)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you market your services to the general public or are you free to provide services to others? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the payment for services based on a flat fee or lump sum arrangement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does TTUS provide the tools, materials and supplies necessary to complete the work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Can TTUS discharge you for reasons other than non-performance of the contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Can you end your relationship with TTUS without incurring a liability for failure to complete a job? | <input type="checkbox"/> | <input type="checkbox"/> |

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO THIS INDEPENDENT CONTRACTOR PAYMENT.

Signature of Business Owner/Individual

Date

Contract/Financial Manager Signature

Date

TO BE COMPLETED BY TAX COMPLIANCE & REPORTING:

Does not constitute employer-employee relationship.	
Does constitute employer-employee relationship.	

Tax Compliance & Reporting

Date

*If the total payment is more than \$5,000 on a sponsored project account, then a copy of this form should be sent to the Office of Research Services so that a written agreement can be prepared.