

CHECKLIST FOR DETERMINATION OF INDEPENDENT CONTRACTOR STATUS

This checklist will provide support for classifying individuals as an independent contractor or employee and should be completed by the department requesting payment. If the individual is deemed to be an independent contractor, payment should be processed through Accounts Payable. If the individual is deemed to be an employee, the individual must be hired through the normal employment process. In order to establish an independent contractor relationship, the answers to the majority of the following questions should be YES.

		YES	NO	N/A
1.	Is the work being performed an integral part of RISD's business as an educational institution?			
2.	Is it understood that the independent contractor cannot be fired so long as he meets his contractual obligations?			
3.	Is it understood that the independent contractor is solely responsible for providing the labor to achieve the intended result?			
4.	Is the independent contractor paid by the job, rather than by the hour?			
5.	Is the college ensuring that no type of training is provided by the college for inexperienced workers?			
6.	Is the independent contractor viewed as a skilled worker?			
7.	Is the independent contractor hired for a specified time period?			
8.	Does the independent contractor set his/her own hours of work?			
9.	Is the independent contractor free to work for any number of persons or firms simultaneously?			

10.	Does the independent contractor advertise and project himself to the public as an independent contractor in business for him/herself?						
	Does he have business cards? Does he advertise?						
11.	Does the independent contractor furnish his/her own tools?						
12.	Does the independent contractor perform his/her job off campus?						
13.	Does the independent contractor negotiate payment for his/her services with the college?						
14.	Does the college refrain from instructing the independent contractor as to the sequence in which the work is to be performed?						
15.	The work is not part of the day-to-day operations of the college?						
16.	Is there evidence that the college's competitors are treating similar workers as independent contractors?						
17.	Is the contractor solely in control of the work performed?						

The information provided on this form is true and to the best of my knowledge. I understand that a misclassification may result in taxes, interests, and penalties being assessed by the IRS.

Printed Name	Signature	Date

Submit this form with the Independent Contractor Form to Human Resources for evaluation prior to performing any work for the college. If Independent Contractor status is approved, an Independent Contractor Agreement must be completed, including a scope of work, dates, cost and appropriate signatures. This agreement must be on file with Procurement Services PRIOR to any work commencing.