

**Wellesley College
Independent Contractor Questionnaire**

Purpose: In order to determine the proper status of a worker, please complete the following questionnaire for all proposed independent contractors and forward to the Controller's Office with any attached agreements.

**Name of Proposed
Independent Contractor:**

Check one of the following:

U.S. Citizen or Resident Alien: ☐

Non US. Citizen or Resident Alien: ☐

Job Title and Description of Work:

Estimated Start Date:

Estimated End Date:

Please answer the following questions:

	<u>Yes</u>	<u>No</u>
1. Are the proposed services also provided by other employees of the College?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is proposed work under an agreement between the worker and the College?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the College be providing any specific training?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the College be assigning specific instructions on how to get the work done rather than the end result?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can the College withhold payment for unsatisfactory service?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the worker supply his/her own supplies, materials, and property?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the worker perform similar services for others?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the worker advertise for his/her services?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the service provided a core operating function of the College; i.e. education?	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Extension

Date

Independent status confirmed by: _____

IC#: _____