

INDEPENDENT CONTRACTOR CHECKLIST

All contractors, whether as an individual, or a company without a separate federal identification number for tax purposes, must answer the questions and sign the form. If any questions are answered "NO," consult with Human Resources to determine if the contractor should be hired as an employee rather than independent contractor.

Name of proposed independent contractor: _____
Federal Tax ID# _____

SECTION A

1. Contractor signature on this form represents the following: "I certify that the following is true and will comply:
- a. I provide similar services to other clients and/or businesses. YES NO
 - b. I engage in entrepreneurial activities in an established trade, occupation or business and am at risk for profit or loss. YES NO
 - c. I will receive little or no training, supervision, or instruction from Linfield College, other than conveying the scope of service desired. YES NO
 - d. I am not a current employee of the College and have not been an employee of the College within the last six months. YES NO
 - e. I will be responsible for determining means and methods to use in performing the services. YES NO
 - f. I will provide my own supplies, equipment, forms, etc., necessary to perform services, and the cost of these is included in the rate or total fee. YES NO
 - g. I will maintain worker's compensation coverage or can establish exemption from worker's compensation coverage. YES NO
 - h. I will set my own priorities on time, amount of effort, and hours of work, to accomplish the services within stated time frame. YES NO
 - i. I will be paid on the basis of a completed project or in a manner consistent with others in the same trade, occupation, profession or business. YES NO

2. In the space below, please provide a detailed explanation of any of the above questions that are answered "no"

3. Describe the service the contractor will be providing the Linfield and where work will be performed.

Contractor: Printed Name and Signature

Date