

Request to Contract Services for 5 or More Days (Non-Employee)

*This form is to assist in properly classifying service providers as employees or independent contractors. Misclassifications may result in fines to Cornell College. If your service provider is working less than 5 days you are authorized to make your own determination regarding classification. Contact Human Resources at x4243 for assistance. If your service provider is working more than 5 days, you are required to complete this form **THREE WEEKS** before you have need of the service.*

Name of Service Provider: _____

Phone number of service provider: _____ Email (if available): _____

Does the service provider have an Employer Identification Number or EIN (this is not the same as a SSN)? Yes No

Department requesting this service: _____

Estimated start date: _____ Estimated end date: _____

Amount to be paid: _____

Account number to charge for service: _____

Brief description of work being performed:

Please answer YES or NO to each of these questions:

These questions are pertinent for determining whether the service provider is classified as an employee or independent contractor.

- Does the College have the right to control what work will be done and how it will be done? Yes No
- Are the proposed services also provided by other employees of the college? Yes No
- Will the College be providing any specific training? Yes No
- Will the College be assigning specific instructions on how to get the work done rather than the end result? Yes No
- Is the service provided a core operating function of the College; i.e. education? Yes No
- Can the College withhold payment for unsatisfactory service? Yes No
- Does the worker supply his/her own supplies, materials, and property? Yes No
- Can the worker perform similar services for others? Yes No
- Can the worker realize a profit or loss? Yes No
- Does the worker perform similar services for others? Yes No
- Are the services an important aspect of the College's regular business activity? Yes No
- Is proposed work under an agreement or written contract between the worker and the College? Yes No
- Does the worker advertise for his/her services? Yes No

Prepared and submitted by:

Date