



Independent Contractor Worksheet – Revised January 2018

This worksheet is designed to be compliant with the IRS rules regarding Independent Contractor (IC) determinations and must be completed by the hiring manager PRIOR to engaging any individual as IC. The Manager should complete the form and email the signed document to ICWorksheet@middlebury.edu for approval as soon as possible.

Candidates Legal Name: _____

Citizenship: _____

Email: _____

Yes ____	No ____	The Candidate has an established business (as evidenced by factors such as: a business tax ID number, other clients/customers, advertising of services, own licenses/certificates, business / service liability insurance, etc.) If yes what is the business name: _____
Yes ____	No ____	Is the work to be performed related to Middlebury’s role as an educator?

Behavioral Factors:

1. Please describe the work the candidate is being engaged to perform? Use attachment if needed.

2. Will Middlebury give instructions as to when and where the work will be performed?
a. Yes b. No c. Other
3. Will Middlebury give instructions as to what tools to use, or where to purchase supplies and services?
a. Yes b. No c. Other
4. Will Middlebury be responsible for hiring additional workers to assist with performing the work?
a. Yes b. No c. Other
5. Will Middlebury train the candidate in order to complete or perform the work for the project? If yes please describe.
a. Yes, _____
b. No

Financial Factors:

1. What is the proposed method of payment? (Example: hourly, one time, weekly...etc.)

2. Will Middlebury pay any of the candidate’s expenses?(Example: travel, food, hotel...etc.)
a. Yes b. No
3. Has this person been employed by Middlebury in the past? If yes, in what capacity?
a. Yes, _____ b. No

Requester Name: _____ Requester Extension: _____

Requester Email: _____ Tax IC Approval: _____