



Independent Contractor Worksheet

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 document to ICWorksheet@middlebury.edu for approval as soon as possible.

Candidates Legal Name: _____

Citizenship: U.S. Resident Alien Non-Resident Alien

Country of Citizenship: _____

Work location: Outside of US? Yes No

Email: _____

Work Address: _____

Is the Candidate eligible to work in the country where the services will be performed? Yes No

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?

Has this person been employed by Middlebury in the past? If yes, in what capacity?

Yes No Describe Capacity: _____

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?

Yes No Other Describe other: _____

3. Will Middlebury give instructions as to what tools to use, or where to purchase supplies and services?

Yes No Other Describe other: _____

4. Will Middlebury be responsible for hiring additional workers to assist with performing the work?

Yes No Other Describe other: _____

5. Will Middlebury train the candidate in order to complete or perform the work for the project? If yes please describe.

Yes
No _____

Financial Factors:

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

Hourly One time Weekly Other Describe other: _____

2. Will Middlebury pay any of the candidate's expenses? (Example: travel, food, hotel...etc.)

Yes No

Requester Name: _____ Requester Extension: _____

Requester Email: _____ HR IC Approval: _____