



**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](mailto: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: \_\_\_\_\_