

**Bradley University**  
**Determination of Independent Contractor Status for:**  
(Form is to be completed by Bradley University personnel)

\_\_\_\_\_  
 Individual's Full Name (printed)

Individuals who perform services for any Bradley University (University) department/unit/center are presumed to be employees of the University unless the relationship satisfies IRS standards for Independent Contractor. The questions below will determine whether the individual satisfies IRS standards for Independent Contractor status.

*Is the individual a U.S. Citizen? Yes \_\_\_ No \_\_\_* ~~IFURFBUBURUKRUP,ITRBOBTRDFBNUROOBUDUPBGRIRW~~  
 complete this form at this time.

**CRITERIA FOR DETERMINING INDEPENDENT CONTRACTOR STATUS**

**PART A (Answer all five of the following questions.)**

- 1. Is the individual currently employed by Bradley University? \_\_\_ Yes \_\_\_ No
- 2. Does this individual provide essentially the same service as an employee of the University? \_\_\_ Yes \_\_\_ No
- 3. Has this individual previously been paid as a University employee to perform essentially these same tasks? \_\_\_ Yes \_\_\_ No
- 4. Is it currently expected that the University will hire this individual as an employee immediately following the termination of the service provided? \_\_\_ Yes \_\_\_ No
- 5. Will this individual supervise or direct University employees as part of the service provided? \_\_\_ Yes \_\_\_ No

**PART B (The individual belongs in one of the following categories. Determine the appropriate category and answer all questions therein.)**

- 1. Teacher/Lecturer/Instructor (If N/A, please complete Part B2)
  - a. Does this individual provide their services exclusively to Bradley University? \_\_\_ Yes \_\_\_ No
  - b. Will this individual teach/lecture/instruct for at least one semester? \_\_\_ Yes \_\_\_ No
  - c. Is the individual responsible for administering the course (i.e. selecting course materials; establishing course objectives, preparing & grading tests; etc.)? \_\_\_ Yes \_\_\_ No
  - d. Will this individual perform the services on a continuing basis as part of the department or centers ongoing operations? \_\_\_ Yes \_\_\_ No
  - e. Is the individual a guest lecturer AND has the individual been compensated by the University more than two times in the last 12 months? \_\_\_ Yes \_\_\_ No
- 2. Individuals not covered under Part B1
  - a. Does this individual provide their services exclusively to Bradley University? \_\_\_ Yes \_\_\_ No
  - b. Will the department/unit/center provide the individual with specific instructions regarding ~~SHUIRUPDEHRIUHTVHUBUNDRSSRMWRUHOOREBOMSHUWV~~? \_\_\_ Yes \_\_\_ No
  - c. Will the department/unit/center determine and/or set the individuals daily work schedule? \_\_\_ Yes \_\_\_ No
  - d. Will this individual perform the services on a continuing basis as part of the department, centers or units ongoing operations? \_\_\_ Yes \_\_\_ No

Department/Unit/Center Certification