



Purpose: If you are considering hiring an Independent Contractor (IC), please complete this questionnaire to guide HR in its decision making. An IC is normally engaged in an established business, trade, or profession and is an individual or sole proprietor at a Single Member Limited Liability Company (LLC) who is contracted to work utilizing their own methods, and the means by which the work is accomplished is not controlled by the University of Richmond. As such, an IC is not an employee of UR and is treated differently with respect to tax withholdings, employee benefits, and payment methods. Approval must be obtained prior to engaging services and executing a contract.

Independent Contractor: _____ Doing Business As (DBA): _____

Permanent Tax Address: _____

City: _____ State: _____ Zip Code: _____

Describe the services being provided:

[Empty text box for describing services]

Is the Independent Contractor a current or former employee of UR? Yes No

If yes, complete the following information: Last date worked at UR: _____

Department: _____ Title: _____

Brief job description: _____

1. Will UR be providing direction about when, where, or how the work is conducted?

Yes No

2. Does the worker offer his or her services to the general public?

Yes No

2a. If yes, is the worker able to provide services to other clients during the same period that the worker is contracted with UR?

Yes No

3. Can the worker experience a profit or a loss from providing their services?

Yes No

3a. Does the worker have employees or subcontractors assisting with this work?

Yes No

4. What is the duration for this project?

Short-term (<3 mos.) Long-term (≥ 3 mos.) On-going Project-based

5. How will UR compensate the worker? Check all that apply.

Hourly Rate Daily Rate Monthly Rate Fixed fee for deliverables Fixed fee per project

6. Will the worker be providing services that are normally performed by an employee in the ordinary course of business?

(Example: are you hiring something to teach credit courses or to perform another task integral to the operation of a university?)

Yes No



7. Does UR have a prior relationship with this worker as an Independent Contractor?

Yes No

7a. If yes, please summarize the nature and frequency any prior contracts and/or prior employment.

7b. Has this worker served as an Independent Contractor for UR within the last 12 months?

Yes No

8. Does UR anticipate a continuing working relationship with the worker?

Yes No

Additional Information / Comments (Please reference question number from above).

Form Completed By

Preparer Name

Preparer Phone Number

Preparer Email Address

Preparer Signature

Date

Internal Use Only

Human Resources

Please submit this form to Human Resources at urhr@richmond.edu