

# Presbyterian College



## Independent Contractor Request Form

This form must be completed before engaging a worker as an Independent Contractor. It helps ensure proper worker classification under Federal and institutional policy. This form must be submitted to the Business Office for review and approval before work begins.

### Requestor Information

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Department: \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### Contractor Information

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Name: \_\_\_\_\_ Business Type: Individual LLC Corporation Partnership Other

### Description of Services

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Description of Work to be Performed: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ Estimated Total Payment: \$ \_\_\_\_\_

### Worker Classification (check all that apply)

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- |   |   |
|---|---|
| <input type="checkbox"/> The College is providing training/supervision.         | <input type="checkbox"/> The worker has specialized training/certification. |
| <input type="checkbox"/> The College determines the worker's schedule.          | <input type="checkbox"/> The worker sets their own schedule.                |
| <input type="checkbox"/> The College provides any needed equipment/supplies.    | <input type="checkbox"/> The worker provides their equipment/supplies.      |
| <input type="checkbox"/> The College determines the rate of pay.                | <input type="checkbox"/> The worker can negotiate their rate of pay.        |
| <input type="checkbox"/> The College will reimburse the worker for expenses.    | <input type="checkbox"/> The worker bears a risk of financial loss.         |
| <input type="checkbox"/> The College would pay for a substitute for the worker. | <input type="checkbox"/> The worker can hire substitutes/helpers.           |
| <input type="checkbox"/> The relationship with the worker is ongoing.           | <input type="checkbox"/> The relationship is project-based.                 |
| <input type="checkbox"/> The worker functions like part of the workforce.       | <input type="checkbox"/> The worker operates a separate business.           |

### Review and Approval (for use by Business Office or Human Resources)

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Worker Classification Determination: Independent Contractor Employee

Reviewed By: \_\_\_\_\_

Reviewed Date: \_\_\_\_\_

