

Independent Contractor

Certification for Determination of Independent Contractor

This form has been developed to assist Rowan University in determining whether the individual providing services to the University should be deemed an independent contractor, as defined by the Internal Revenue Service, or an employee subject to employment tax withholding. This form must be completed and signed by the individual performing the services. **No payment will be made for services until this form has been reviewed and signed by the University official responsible for contracting for the services.**

Section 1: Service Provider's Information			
Service Provider's Name:		SSN/FEIN/ITIN:	
Address:			
Are you a U.S Citizen or Resident Alien?		If no, Country of Citizenship?	

If not a U.S Citizen or resident alien, payments may be subject to withholding under Internal Revenue Code § 1441

Are you currently an employee of Rowan University?		If yes, select type:	
Are you currently a student at Rowan University?		If yes, select type:	

Federal Tax Classification	
-----------------------------------	--

If the appropriate federal tax classification is not listed above, this form is not needed.

Brief description of the nature of the services to be provided (attach additional sheet if necessary):	
Period of Service:	
Start Date:	
End Date:	

Section 2: Questions to Determine Status	
Will the work you are performing relate to the work you do for the University?	
Does the University desire to hire you as an employee immediately following the termination of your services as an independent contractor?	
In the prior 12 months were you on the University's payroll in either a regular or temporary appointment, and are the services you will now provide similar to those services provided while on payroll?	
Are you a student worker of the University?	
Additional Information	
Required: Please provide any additional information that may be relevant to the determination of your status as an independent contractor including your business card, website address, client lists, etc.	

What type of services will you be providing? *Based on this selection, complete ONLY the corresponding section below.*

A. Lecturer/Instructor/Guest Speaker

Are you a 'guest lecturer,' i.e., an individual who lectures at only one or two class sessions?	
Are you the primary instructor in a department course being offered for academic credit toward a University Degree?	
Are you responsible for the content of the lecture/ presentation?	
Are you a Guest Speaker for an engagement/workshop?	

B. Artistic Performer

Are you an 'artistic performer,' e.g. an individual who performs or teaches music at only one or two class sessions?	
Are you the primary instructor in a department course being offered for academic credit toward a University Degree?	
Are you responsible for the content of the performance or instructional session?	

C. Researcher

Will you perform work using University facilities (as opposed to facilities available to you outside of the University)?	
Will you perform research for a University faculty member under an arrangement whereby the University faculty member serves in a supervisory capacity (i.e., you will be working under the direction of the University faculty member)?	
Will you serve in an advisory or consulting capacity with a University faculty member or direction in a “Collaboration-between-equally” type arrangement?	

D. Other

Do you routinely provide the same or similar services outside of the University to the general public as part of a continuing trade or business?	
Other than the initial discussion with the department, will the department provide you with specific instructions regarding performance of the required work rather than rely on your expertise?	
Will the department provide you with significant equipment or supplies and/or hire assistants for you?	
Will the University set the number of hours and/or days of the week that you are required to work, as opposed to allowing you to set own work schedule?	

Section 3: Certification by Service Provider

I certify that I am entitled to claim independent contractor status and that I (a) offer my services to multiple clients;(b) have complied with all business licensing requirements; (c) pay my own federal, state, city, self-employment, and other taxes; (d) am not eligible for workers’ compensation, unemployment compensation, or other employee benefits; and (e) maintain my own books and records. I understand that the University will issue a Form 1099-MISC to independent contractors who receive more than \$600 in remuneration during a calendar year. I understand that I may be held responsible for any penalties assessed against the University as a result of incorrect information in this form.

Signature	Date
Telephone Number (Business and Mobile)	Email Address