



ST. JOHNS RIVER STATE COLLEGE

Employee-Independent Contractor Checklist

This form must accompany all "Non-employee Professional Services Authorization & Agreement for Professional & Consulting Services" forms.

The Internal Revenue Service requires St. Johns River State College to classify each worker as an employee or an independent contractor (IC) for purposes of Income Tax, Social Security, and Medicare withholding. Please read each question and answer YES or NO. Since no single factor determines an individual's status, completion of this form will assist the college in making the proper classification.

General Information:

Individual's Name _____

Is this individual a US Citizen? YES NO (If no, please contact the Business Office for special instructions).

Department Name _____ Manager _____

Relationship to St. Johns River State College:	YES	NO
1. Has the individual worked as an employee of St. Johns River State College at any time during the last 12 months?		
2. Does the College expect to hire the individual as an employee after completion of the services, as outlined in the "Non-employee Professional Services Authorization & Agreement for Professional & Consulting Services"?		
3. Are there employees of the College who perform essentially the same or similar services?		
4. Will this individual be working for the College longer than 6 months?		
5. Is there a written agreement between the individual and the College in which the individual is designated as an independent contractor?		
6. Does the individual perform these services for other clients?		

How Duties are Assigned and Performed:	YES	NO
1. Will a current college employee tell the individual how, where, or when to do the work, rather than rely on the individual's expertise?		
2. Will the College supply the individual with the necessary materials, supplies, or equipment to perform the work?		
3. Will the College provide personnel to the individual to assist with the work?		
4. Will the College provide an office or space on campus for the individual?		
5. Will the College provide training to the individual or tell the individual which procedures to follow?		
6. Will the individual be required to follow a schedule set by the College?		

Financial Responsibilities:	YES	NO
1. Will the College reimburse the individual for travel related or any out of pocket expenses?		
2. Will the individual receive payment on an hourly basis?		
3. Is there a profit/loss potential for this individual pertaining to the work performed for the College?		
4. Can the College withhold payment if the work is unsatisfactory?		
5. Will the individual receive any employee-type benefits?		
6. Does individual have liability insurance?		
7. Will the individual receive a lump sum or periodic payments?		

Name of person completing this form _____

Reviewed by: _____ (Purchasing, HR, Finance) Determination as Independent contractor YES NO