

UNIVERSITY OF ALABAMA IN HUNTSVILLE

INDEPENDENT CONTRACTOR REQUEST (IC) FORM

The information provided below will assist the University in determining whether the individual/sole proprietor performing the services will be classified for federal, state and FICA tax purposes as an employee of the University or as an independent contractor. Complete Section I, Section II, Section III, Section IV and Section V (if necessary) and ATTACH TO THE PROFESSIONAL SERVICES CONTRACT. While this form provides general guidance, each determination of independent contractor status is fact specific and may require additional information. Should you have any questions concerning how to complete this form, please contact the UAH Office of Counsel.

SECTION I – PAYEE INFORMATION

Name [] A # or SSN # [] Sponsoring Dept. []
Address [] City, State, Zip []
[]

SECTION II – MULTIPLE RELATIONSHIPS WITH THE UNIVERSITY

YES NO

A. Is the individual a U.S. citizen or permanent resident (green-card holder)? If NO, country of citizenship: [] [] []

If NOT a U.S. citizen or permanent resident and the services are to be performed in the U.S., please have the individual contact Payroll at payroll@uah.edu to complete the Foreign National Information Form to be submitted along with the IC form.

B. Is the individual a UAH employee? (on payroll currently or within the last 12 months) [] []

C. Do you anticipate that the functions provided by this person will transition to a new or existing UAH position in the future? [] []

D. Is this individual retired from an Alabama Teachers/Employees Retirement Systems (TRS/ERS) affiliated entity? (state government/agency, school system, College/University) [] []

E. Is the individual a UAH student? (enrolled currently or within the last 12 months) [] []

If the answer is "No" to all questions, proceed to the questions in Section III.
If the answer to questions B, C, or D is "Yes", the individual should be classified as an employee and paid via the payroll system.
If the answer to question E is "Yes," then proceed to the questions in Section IV C.

SECTION III – SERVICE INFORMATION

Time during which the service is expected to be performed: Begin: [] End: []
How often will the services be performed? []
Indicate the nature and frequency of payments: []
Location(s) where services will be performed: []

SECTION IV – CLASSIFICATION GUIDELINES (Complete ONLY ONE of Section IVA, IVB, and IVC depending on the services performed by the Individual)

- A. Teacher / Lecturer / Instructor
1. Is the individual a "guest lecturer" (e.g. an individual who lectures at only a few class sessions)? [] []
2. a. Is the individual teaching a course for which students will NOT receive credit toward a University degree? [] []
b. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business? [] []
3. In performing instructional duties, will the individual primarily use course materials that are created or selected by the individual? [] []

B. Researcher

Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the researcher is hired to perform research for a particular University professor or employee, please indicate which of the following relationships is applicable by placing a check mark in the appropriate box:

Yes No

1. The individual will perform research for a University professor or employee under an arrangement whereby the University professor or employee serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor or employee).

If the answer is "Yes", then treat the individual as an Employee.

OR

2. The individual will serve in an advisory or consulting capacity with a University professor or employee (i.e., the individual will be working "with" the University professor or employee in a "collaboration between equals" contractor type arrangement).

If the answer is "Yes", then proceed to the questions in Section IVC.

C. Individuals Not Covered Under Sections IVA or IVB

1. Does the individual provide the same or similar services to other entities or to the general public as part of a trade or business?

If the answer is "Yes", then treat the individual as an Independent Contractor. If the answer is "No" go to question # 2.

2. Will the department provide the individual with specific instructions regarding performance, duties, and responsibilities of the required work rather than rely on the individual's expertise?

If the answer is "Yes", then treat the individual as an Employee. If the answer is "No" go to question # 3.

3. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set their own work schedule?

If the answer is "Yes", then treat the individual as an Employee. If the answer is "No", treat the individual as an Independent Contractor.

Section V – UAH DEPARTMENT INFORMATION

Contact Name (return IC form to): Department Name:

Email: Phone:

FOR USE BY UAH PROCUREMENT SERVICES OFFICE AND ACCOUNTS PAYABLE

APPROVED for IC status. Proceed according to the UAH Professional Service Policy.

NOT APPROVED for IC status. Payment must be issued via Payroll. Contact Human Resources for assistance if needed.

After completion and approvals, send completed form with Professional Service Contract to Procurement Services, BSB 110.

The information contained in this document supports University compliance with federal and state laws, including those pertaining to employment, immigration and taxation. Therefore, you are expected to provide accurate and complete information. If the information provided by you is determined to be inaccurate, or if the nature of the services provided is deemed inconsistent with the representations herein, the UAH department sponsoring the individual will be responsible for any monetary penalties that may result.