



Independent Contractor Form

At least 4 weeks prior to an individual/business is hired as independent contractor, Part I should be completed by the Prospective Independent Contractor to help determine whether an employer/employee relationship exists.

Today's Date: mm/dd/yy

PART I: To be completed by Prospective Independent Contractor (i.e., the individual/business operating under a Social Security Number)		
Name (last, first, middle initial)	DBA if applicable	
Street Address:		
City:	State:	Zip code:
Email address:	Contact Phone Number:	
Background Check Exemption: For questions regarding background exemption, please contact the Office of Human Resources at 478-445-5607 or email classcomp@gcsu.edu		
1. Will services be performed in three days or more?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2. Will independent contractor have contact with minors who are NOT enrolled at Georgia College?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If answer "YES" to any of the questions, complete the Background Consent Form. If answer "NO" to all questions, you are exempt from Background Check and is not required to complete the Background Consent Form.		
Visa Status: For questions regarding visa status, please contact the Budget Office at 478-445-5650 or visit 204 Parks Hall.		
Are you a citizen or permanent resident of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, complete the Foreign National Information Request Form and attach.	
Will services be performed outside of the U.S? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, complete the Foreign Source Income Statement and attach.	
Payment Details		
<input type="checkbox"/> Check box if this is a standing contract. <i>A standing contract is a contract issued to an individual/business for which specified, repeated services have been contracted for a specified period of time; thereby eliminating the need for multiple Independent Contractor Forms. Standing contracts are valid on a fiscal year basis and reviewed annually. ***To be eligible for standing contract, individual/business MUST have invoicing capabilities.</i>		
Begin Date:	End Date:	Invoice Frequency:
Total payment for work performed:		If "other costs" are indicated at left (i.e., not included in the service rate), explain here:
Cost of services:		
Other costs:		
Maximum payment:		
Detailed Description of Work		
Provide detailed description of service to be performed. (Complete the scope of work section for additional information if needed):		

Section I: Relationship with the University		YES	NO
1.	Do you currently work for Georgia College (GC) or the University System of Georgia (USG) as an employee?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has GC extended you an offer of employment?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you worked as a GC employee during the current calendar year?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you retired from a USG institution?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "NO" to all questions, proceed to question 5. If answered "YES" any of the questions, you should be classified as an employee and paid via payroll. Please have the requestor of your services contact the Office of Human Resources, and discontinue this process.

5.	Are you of legal age to work in the state of Georgia – 14 years or older? <ul style="list-style-type: none"> If no, you must provide a work permit and attach it to this form. If you are younger than 14 years of age, you will not be eligible as an independent contractor with GC and must discontinue the process and notify the requestor of ineligibility. 	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have a relative employed at GC? If yes, answer the following questions. <ul style="list-style-type: none"> Is the GC person recommending, hiring, and/or approving the payment to the IC a relative as defined under BOR policy (http://www.usg.edu/hr/manual/employment_of_relatives/)? Is the GC person supervising and/or approving the work? Is the IC supervising and/or approving the work of a relative or someone who is an employee of GC? 	<input type="checkbox"/>	<input type="checkbox"/>

Section II: Classification Guidelines		Yes	No
1.	Does GC control or have the right to control what and how you perform your job?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are the business aspects of your job controlled by the payer? I.e. - How you are paid, whether the expenses are reimbursed, who provides tools/supplies.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will the relationship continue beyond this request and is the work performed a key aspect of the business?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "NO" to all questions, proceed to Section III for signature. If answered "YES" any of the questions, you should be classified as an employee and paid via payroll. Please have the requestor of your services contact the Office of Human Resources, and discontinue this process.

Section III: Signature	
By signing below, I warrant and affirm that the information provided herein is true, complete and correct. I agree to personally, indemnify and hold Georgia College harmless from any claim, damages or liabilities resulting directly or indirectly from reliance thereon. I understand that I qualify as an Independent Contractor and that I am responsible for any taxes resulting from this engagement. I agree to submit to a full background investigation prior to the performance of any services under this agreement, which may include, but is not limited to, a criminal history check; unless approved as an exception as set forth in the Background Investigation Policy.	
Signature:	Date: mm/dd/yy
Prospective Independent Contractor Instructions: Submit form by clicking the "Email" button at the top of form to send to the University department that is requesting your services. In the subject line include: "name" – "effective date of service". 1. Complete the BACKGROUND CONSENT FORM and FAX to the Office of Human Resources at 478/445-0491 2. Complete IRS W-9 FORM and FAX to Accounting Services at 478/445-0999.	

PART II: To be completed by University Department Requesting Services	
1. The University employee signing below warrants: That he or she has reviewed the information provided in Part I of this form; that the information is true to the best of the signer's knowledge, and the services to be performed and concomitant compensation to be paid are correct. <i>The signer below should be the University Employee requesting the independent contractor's services.</i>	
Name (last, first, middle initial)	Position Title:
Signature:	Date:
2. <i>The signer below should be the Department Budget Manager with the authority to request payment for the independent contractor.</i>	
Name (last, first, middle initial)	Position Title:
Signature:	Date:
Department to be Charged:	Charge Amount: \$
University Representative Instructions: 1. University Representative (requestor of services) - Complete and type your name in signature line. Click on Email button at top of form to send form to department budget manager. 2. University Representative (Department Budget Manager) - Complete and type your name in signature line. Click on the Submit to HR button of form to send form to classcomp@gcsu.edu .	

PART III: For Official Use Only – Office of Human Resources

The Office of Human Resources has reviewed the IC agreement and approves the IC to provide work because there is not an appearance of a conflict of interest as outlined by BOR policies.

Human Resources Representative:

Date:

Classification Determination: Independent Contractor Classification Employee Classification

Notes:

Background Check Approval: Approved Not Approved Not Necessary (BC exemption)

VP Approval (*If amount is over \$5000):

Date:

FINAL DECISION

The Office of Human Resources will forward form and other documents to the University Representative (requestor of services).

- If classified as Independent Contractor, the University Representative will submit form for payment processing to the Accounting Office.
- If classified as an employee, the University Representative must follow procedures for hiring an employee.

Scope of Work: Provide a general description of the project. What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform. Objective should provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective. Clarify where, how and under what circumstances project is applicable, relevant and significant. Provide a clear account of its methods. Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).