

QUESTIONNAIRE FOR DETERMINING INDEPENDENT CONTRACTOR STATUS

INDEPENDENT CONTRACTOR NAME	
------------------------------------	--

A.

Is independent contractor a corporation ? If yes, list Taxpayer I.D. Number- PROCEED TO PART F	YES		NO	
---	------------	--	-----------	--

B.

Is independent contractor an individual? If yes list Social Security Number- COMPLETE PARTS C, D AND E.	YES		NO	
--	------------	--	-----------	--

C.

DESCRIBE DUTIES TO BE PERFORMED.

D

DESCRIBE QUALIFICATIONS OF INDIVIDUAL TO PERFORM SERVICES, IF APPLICABLE

E
Please answer the following questions to determine independent contractor status.

01	Must individual comply with instructions about when, where and how the work is to be performed ?	YES		NO	
02	Will the organizational unit provide pay for training of the individual?	YES		NO	
03	Will the individual's services be integrated into the organizations regular business operations ?	YES		NO	
04	Must the services be performed by the individual and not by a representative or employee of the individual ?	YES		NO	
05	Will the organizational unit hire, supervise or pay others to help the individual performing services ?	YES		NO	
06	Will the relationship between the organizational unit and the individual be a continuing one?	YES		NO	
07	Will the organizational unit set the individual's hours of work ?	YES		NO	
08	Is the individual devoting substantially full time to the duties described	YES		NO	
09	Will the organizational unit provide the place of work and the tools required to perform work ? will provide office space at 2 Peachtree	YES		NO	
10	Will the organizational unit be able to specify processes to be used or the sequence of steps in the performance of services?	YES		NO	
11	Is the individual prohibited from performing similar services for others ?	YES		NO	

12	Are oral or written reports required of the individual ?	YES		NO	
13	Will payment be based on a wage or salary (as opposed to commission or lump sum) ?	YES		NO	
14	Will the individual be paid business or travel expenses ? travel as per terms of contract	YES		NO	
15	Will the individual be able to terminate the contract without liability for uncompleted work? only as allowed in contract	YES		NO	
16	Will the organizational unit have the right to terminate the services of the individual? only as allowed in contract	YES		NO	
17	Is the individual a retiree from state government?	YES		NO	

If the answer to ANY of the above questions are YES, an employer employee relationship MAY exist Please contact your Personnel Office for further clarification.

If answers to ALL questions are NO, the individual is most likely a contractor. Proceed to part F.

F

Complete the authorization document (either Contract or request for Fee paid Services).

I certify that the answers to the above questions accurately reflect the anticipated working relationship.

Prepared By	Title	Date
-------------	-------	------

Reviewed & Approved	Title	Date
---------------------	-------	------