



INDEPENDENT CONTRACTOR FORM

Control #	
Index & Account	
Special Instructions	

Business Office
 PO Box 30808, Salt Lake City, UT 84130-0808
 (801) 957-4216 Fax: (801) 957-4770

PART I: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (Substitute Form W-9)

Federal law requires that we have a W-9 form on file for each person or entity to whom the College makes a non-payroll payment. Please, complete the following information. If you do not provide us with this information, your payments may be subject to federal income tax backup withholding and you may be subject to a penalty imposed by the Internal Revenue Service under section 6723.

Name: _____ SS #: _____
Individual name as it appears on your Social Security card or SS-4 application

Address: _____

City, State & Zip: _____ Phone #: _____

US Citizen or Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If no, contact Business Office before negotiating payment.</small>	SLCC Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, submit request on HR One-Time-Payment Form.</small>	Can an active certificate of Workers Compensation Insurance be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please attach a copy of the WCI policy. If no, please provide waiver form WCF of Utah. https://www.wcfgroup.com or call 801-288-8000 IF NO POLICY OR WAIVER, STOP. DO NOT PROCEED Contact SLCC Office of Risk Management at 801-957-4041</small>
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If this contract is payable to a business, please fill in the information to the right

Business Name: _____

EIN: _____ Type: Sole Proprietor Partnership LLC Corp

PART II: AUTHORIZATION/AGREEMENT TO PAY INDIVIDUAL FOR SERVICES

Description of Services/Activity _____

Date(s) of Services: _____ Contractual Amount \$ _____

Signatures:

Individual Performing Service(s)	Date	Department Authorization	Date
		Supervisory Approval	Date

Note: To expedite payment to individuals for services, Parts I and II of the Independent Contractor Form must be completed in full. For determination of Independent Contractor vs. Employee relationship, see Part III.

PART III: EMPLOYEE OR INDEPENDENT CONTRACTOR

If you answer yes to any of these questions, in most cases the individual is considered to be an employee. However, these questions are subjective, and an individual may or may not be classified as an employee based on the individual's occupation or other circumstances. The Business Office will make the final determination as to the proper classifications.

	* Employee YES	** Independent Contractor NO
1. Is the payee a Salt Lake Community College employee?	[]	[]
2. Is the individual working exclusively or substantially full-time for SLCC?	[]	[]
3. Are the services normally performed or can they be performed by SLCC employees? (Teaching, training, etc.)	[]	[]
4. Are the services of the individual integrated into the operations of the College?	[]	[]
5. Is SLCC providing long-term assistance to the individual such as additional personnel, support, supplies, equipment, tools, office space, etc, and/or does the individual receive reimbursement for travel and business expenses?	[]	[]
6. Is SLCC providing on-going training and direction concerning how to complete the task, or is the individual getting more than general directions and the objectives of the task?	[]	[]
7. Does the prospective independent contractor report to a SLCC staff member who has the right to change how, when and where the individual does his/her work?	[]	[]
8. Is there a regular on-going relationship with the prospective independent contractor? For example, are you hiring the individual for more than a one-time task and is he/she getting paid on an hourly, daily or weekly basis?	[]	[]
9. Is the prospective independent contractor using experience or expertise gained as a current or previous employee of SLCC to provide the service?	[]	[]
10. Can the independent contractor quit prior to completion of the project without incurring any legal liability?	[]	[]
11. Can the independent contractor be terminated at will by the College?	[]	[]

An Independent Contractor Normally:

- Maintains a separate business with his/her own work facility, equipment, materials or similar accommodations;
- Holds or has applied for a federal employer identification number, unless the IC is a sole proprietor who is not required to obtain a federal employer identification number;
- Performs or agrees to perform specific service or work for a specific amount of money and controls the means of performing the services or work;
- Incurs the principal expenses related to the services or work that he/she performs or agrees to perform and is or could be held liable for failure to complete the work or services;
- Receives compensation for work or services that he/she performs for a commission or on a per-job or competitive-bid basis;
- May realize a profit or suffer a loss in connection with performing work or services; and
- Has continuing or recurring business liabilities or obligations.

If after completing this form, the responses indicate the individual performing services is:

***An Employee**, submit...

- To the HR Office, a New and Rehire Personnel Action Form (PAF) and all required forms
- (see <http://www.slcc.edu> choose New Employee Orientation)

***An Independent Contractor**, submit...

- To Accounts Payable, a **completed** Independent Contractor Form (3 parts)
- A copy of the Workers Compensation policy or waiver