

Independent Contractor Determination Worksheet

Financial		
Question 1a	If yes, Indicates Independent Contractor	If no, Indicates Employee
2		
3		
4		
5		
6		
7		
Behavioral		
Question 8		
9		
	If no, Indicates Independent Contractor	If yes, Indicates Employee
10		
11		
12		
Relationship of Parties		
Question 13		
	If no, Indicates Independent Contractor	If yes, Indicates Employee
14		
	If no, Indicates Independent Contractor	If yes, Indicates Employee
15a		
15b		
	If no, Indicates Independent Contractor	If yes, Indicates Employee
16		

Only Question 1a applies to the yes or no determination (Question 1b & 1c are used for tax purposes)

This question is not used in the determination but is used to consider an important ethical issue. If the answer is yes, consult with the Purchasing Department for conflict of interest issues.

If the service provider has been suspended/debarred, they are immediately disqualified.

If a majority of checks occur in either the CNM employee or Contractor column, this indicates the designation of employee or contractor.

Examine the number of checks and where they fall. Even one check can be a determiner, but all should be considered. Re-read section 4 of the policy, IS-2516.

A long-term relationship can indicate that a worker may be an employee unless special circumstances exist

If contractors are used on an ongoing basis the time frame and frequency of use can then indicate an employee instead of an independent contractor

Directions:

1. Complete all questions on the Independent Contractor Determination form.
2. The responses on the IC Determination form are used to complete this worksheet. Read each question on the IC Determination form and check off the appropriate yes or no column on this worksheet.

Evaluate the results by weighing the number of check marks in the contractor vs employee columns. A majority of checks in one column will usually indicate either an independent contractor or employee designation. However, there are exceptions and the type of questions need to be considered in relation to each individual situation.

3. Six of the questions have special notes denoted by a gray bar; they are not designed around yes or no responses. These questions require special evaluation in assisting your determination of whether the worker or group are employees or independent contractors.

Refer to the notes that correspond to each of the gray bars designated by an arrow.