

**TEXAS A&M SPONSORED RESEARCH SERVICES
INDEPENDENT CONTRACTOR STATUS CERTIFICATION
MEMBER:**

Date: _____ Account No.: _____

Project Administrator: _____

Name of the Person Completing This Form: _____

Name of the Individual to be paid: _____

Email Address of the Individual to be paid: _____

(1) Detailed description of the work to be performed (including deliverables and/or result of the service(s)):

(2) What are the qualifications of this individual for this specific work?

(3) Location where the work will be performed (City/State, TAMU Campus, Individual's Home, etc.):

(4) Period of performance for the services: From: _____ To: _____

(5) Total amount of the payment from the referenced account (if > \$10,000, a formal agreement will be required):

(6) Type of payment (travel reimb. or rate per day, fixed amount per task, etc.—not hourly): _____

(7) Justification for the amount of the payment (industry standard, negotiated rate, approved by sponsor, etc.):

(8) Is the individual currently an employee of The Texas A&M University System? (Note: student workers are considered employees)

Yes--If yes, list department and college _____

No--If no, list name of current employer/self-employed/retired, etc: _____

(9) Has the individual previously been an employee of The Texas A&M University System? (If yes, confirm that duties at the time of termination do not coincide with contracted services.)

Yes—If yes, list the month and year of the termination date: _____

No

(10) Is the individual currently an employee of a State of Texas Agency?

Yes--If yes, are you doing the work on your _____ own time or _____ state time? (If on state time, individual is only allowed to be reimbursed for travel expenses.)

No

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- (11) Could this payment be viewed as a conflict of interest? Yes No
- (12) Is the individual related to a current employee of The Texas A&M University System?
Yes--If yes, list the names and departments of the relatives: _____
No
- (13) Is the individual currently an employee of the U.S. Federal Government?
Yes--If yes, describe: _____
No
- (14) Is the individual currently enrolled as a student at Texas A&M University?
Yes--If yes, list department and college: _____
No

CHECKLIST AND QUESTIONS

The following statements are designed to assist you in determining the proper status of the individual under consideration.

Once you have completed the checklist, compare the number of "True" responses to "False" responses. If there are substantially more "True" responses, most likely the correct status is that of an employee. However, in some very special situations there may be an exception to this rule.

True False

- (15) Instructions to the person regarding performance of the job are detailed and specific.
- (16) The person will receive (or the Principal Investigator has the right to do so) fairly close supervision and will be monitored often.
- (17) The Principal Investigator or supervisor determines the method by which the day-to-day work by the person is accomplished.
- (18) The Principal Investigator or supervisor provides (or has the right to do so) periodic work assignments from time to time that may vary.
- (19) The person's work hours are set by the Principal Investigator or supervisor.
- (20) It is important that the person work a minimum number of hours per week.
- (21) It is important that the person work at a particular location established by the Principal Investigator or supervisor rather than transmitting reports or other deliverables. (This statement does not apply to fieldwork.)
- (22) The person generally does not have a final work product (e.g., a report or software program, etc.) that can be viewed as a discrete subset of the project's overall objectives or deliverables. He or she will continue to until the project, or some aspect of it, is completed.
- (23) It is the Principal Investigator's responsibility to hire and pay additional workers if the person originally hired needs assistance to complete the work assigned to that person.
- (24) All necessary *general* equipment, supplies, software, tools and other such items are supplied by the project without any expenditures for such on the part of the person to be hired. (This does not apply to specific and highly specialized equipment or tools for the unique work of the project.)
- (25) The person will need to receive training in order to do the work on the project; such training being of general application and not highly specific to the particular and unique aspects of this particular project.

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True False

(26) The person will be paid on a regular basis (weekly, monthly, etc.). It is not customary or appropriate to pay on the basis of the job to be performed as a whole. (Disregard the use of advance or progress payments.)

(27) The person automatically receives a check for a predetermined amount (rate per hour, weekly salary, etc.) without the necessity of submitting an invoice and/or other substantiating documentation.

(28) The person will receive benefits such as vacation time, sick leave, health insurance coverage.

(29) The person does not offer his or her services of a similar nature to others in the field; i.e., the person does not do any advertising or marketing (business listings, business cards, formal or informal solicitations, etc.).

Tax Status: (Contact your Project Administrator for assistance – Mark One Only)

The individual is a U.S. citizen or a legal permanent resident alien (green card holder) and is performing work in the United States. THE INDIVIDUAL MUST COMPLETE AND RETURN FORM W-9 PRIOR TO PAYMENT.

The individual is not a U.S. citizen or a legal permanent resident alien (green card holder) and is performing work outside the United States. THE INDIVIDUAL MUST COMPLETE AND RETURN FORM W-8BEN PRIOR TO PAYMENT.

The individual is not a U.S. citizen or a legal permanent resident alien (green card holder) and is performing work in the United States. The individual must complete his/her record in GLACIER and submit copies of documents required by the tax summary report in GLACIER. Please send this form to the email address below for approval by the system member and for the system member to set the individual up in GLACIER.

SRS REVIEW:

Approved—Independent Contractor

Not Approved--Must be paid through TAMUS Payroll System (if not restricted by Visa status).

Reviewed By:

Project Administrator

Date

Assistant Director

Date

Dana Thomas, Director of Business Support Services

Date