Carleton College
Employee / Independent Contractor Checklist

In order to determine the status of an individual/ sole proprietor as an employee or independent contractoror please complete this questionnaire and forward to Human Resources with any related agreements.

Service Provider Information (Please Print)		
Name	**Tax ID Number**	**Phone**

Check one of the following:
U.S. Citizen or Resident Alien: ☐ Non U.S. Citizen or Non Resident Alien: ☐

Job Title and Description of Work: _____

Estimated Start Date: _____ **Estimated End Date:** _____

Please answer the following questions:	Yes	No
Does the College have the right to control what work will be done and how it will be done?		
Are the proposed services also provided by other employees of the College?		
Will the College be providing any specific training?		
Will the College be assigning specific instructions on how to get the work done rather than the end result?		
Is the service provided a core operating function of the College; i.e. education?		
Can the College withhold payment for unsatisfactory service?		
Does the worker supply his/her own supplies, materials, and property?		
Can the worker realize a profit or loss?		
Does the worker perform similar services for others?		
Are the services an important aspect of the College's regular business activity?		
Is proposed work under an agreement or written contract between the worker and the College?		
Does the worker advertise for his/her services?		

Prepared and Submitted by:	Extension:	Date

Determination by Human Resources

Employee	☐	Independent Contractor	☐

Explanation:

Human Resources Signature Date

Forward to Human Resources **Revised 12/09/09**