

**Arcadia University  
Independent Contractor Classification Questionnaire**

The information provided below will assist the University in determining whether a party providing services will be classified as an Employee of the University or as an Independent Contractor for state and federal tax purposes. Please complete the following sections.

**Section 1: Employee / Independent Contractor Information**

1. Name of Individual or Business: \_\_\_\_\_
2.  SSN or  EIN: \_\_\_\_\_
3. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Is the individual a U.S. Citizen or Resident Alien?  Yes  No  
 If no, list country of citizenship: \_\_\_\_\_  
 Tax Status:  Non-Exempt  Exempt by virtue of tax treaty (Country: \_\_\_\_\_)
5. Has this worker ever been treated as an Employee of Arcadia University?  Yes  No
6. *If yes to question 5, will this worker be performing services in a substantially similar capacity and under substantially similar direction and control?*  Yes  No  
*If yes, to question 6, classify the individual as an Employee in Section 4. If no, classify the individual as an Employee in Section 4 but pay with stipend.*
7. Are others at the University performing substantially similar services and under substantially similar direction and control, treated as Employees?  Yes  No  
*If yes, to question 7, classify the individual as an Employee in Section 4.*

**Section 2: Classification Factors**

**Behavioral Control**

1. Will the University have the right to tell the individual when, where, and how to perform the work?  Yes  No
2. Will the University provide any training to the individual?  Yes  No
3. Will it be required that services be rendered personally by the individual?  Yes  No
4. Will the University have authority for hiring, supervising, and paying assistants?  Yes  No
5. Will there be set hours of work for the individual?  Yes  No
6. Will the individual devote substantial full-time attention to the University?  Yes  No
7. Will the work be performed on the University's premises?  Yes  No
8. Will the University control the order or sequence of the work performed?  Yes  No
9. Will the individual be required to submit reports on the work performed?  Yes  No
10. Will the University provide tools and materials?  Yes  No

**Financial Control**

11. Will the payment be by the hour, week, or month?  Yes  No
12. Will compensation include business and/or traveling expenses?  Yes  No
13. Could the individual realize a profit or suffer a loss from the work?  Yes  No
14. Will the individual invest in the facilities in which he or she works (e.g. own or rent office)?  Yes  No
15. Will the individual work for more than one organization at a time?  Yes  No

16. Are the services of the individual available and performed for the general public?  Yes  No

**Relationship of the University and Worker**

17. Will there be a written contract that sets forth the terms and conditions of the services?  Yes  No

18. Is the individual incorporated?  Yes  No

19. Will the individual's service be integrated into the University's general operations?  Yes  No

20. Is this work a continuing relationship with the University?  Yes  No

21. Will the University have the right to discharge the individual?  Yes  No

22. Will the individual have the right to terminate the work relationship without liability?  Yes  No

23. Does the individual earn Employee benefits from the University (e.g., vacation/sick days, health/life/ disability insurance, pension plan eligibility)?  Yes  No

**Section 3: Honorarium Payments**

*If an individual is determined to be an Independent Contractor (based on Section 2), and if you have answered "no" to all of the questions below, then the payment qualifies as an Honorarium.*

**Determination of Honorarium Payments**

1. Is the individual a business, corporation or partnership?  Yes  No

2. Was the payment amount negotiated between the University and the Individual?  Yes  No

3. Is there a contractual agreement?  Yes  No

4. Are the Individual's services recurring?  Yes  No

5. Is the individual an Employee or student Employee?  Yes  No

6. Did the Individual expect payment and/or set the price?  Yes  No

**Section 4: Classification Determination - Human Resources Only**

*The questions in Section 3 above are based upon classification factors that the IRS has found to be relevant in determining whether a worker is an Independent Contractor or an Employee. Positive answers to questions 1-12 and 19-23 and negative answers to questions 13-18 suggest an employer-Employee relationship. Questions 13 and 15 typically carry the most weight.*

Based on the above responses, it is my determination that the individual providing the desired service should be most properly classified as an (check one).

- Employee (Refer to HR for all required documentation)
- Honorarium (Use Honorarium Acceptance Form)
- Independent Contractor (IRS Form W-9 must be attached)

**Please choose the agreement that should be used for contracting with this entity:**

[Independent Contractor Agreement](#) and [Independent Contractor Addendum](#)

[Guest Lecturer Agreement](#)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_