

## INDEPENDENT CONTRACTOR WORKSHEET

Questions	YES	NO	OTHER
Do you currently work at the University of Georgia?			
Do you currently work at another USG Institution?			
Are you a retiree from the University of Georgia?			
Are you a retiree from another USG Institution?			
Have you worked for the University of Georgia in the last 12 months?			
Have you worked for another USG Institution in the last 12 months?			
Does the individual have his/her own insurance for work-related injuries?			
Is the individual the primary instructor in a department course being offered for academic credit toward a university degree?			
Does the individual routinely provide the same or similar services outside of the University of Georgia to the general public as part of a continuing trade or business?			
Will you be directing the work or will a UGA representative?			
Will you be using University of Georgia Supplies?			
Who will be purchasing your supplies?			
Will you be using University of Georgia employees or students to complete your work?			
Are you a guest lecturer?			
Will the individual serve in an advisory or consulting capacity with a University of Georgia faculty member or director in a "collaboration between equals" type arrangement?			
Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise and/or provide significant supplies and equipment for the worker?			
Will the individual perform research for a university faculty member under an arrangement whereby the university faculty member serves in a supervisory capacity (i.e., the individual will be working under the direction of the University of Georgia faculty member)?			
Will the individual perform work using University facilities (as opposed to facilities available to them outside of the University of Georgia)?			
Will a University of Georgia representative meet with you on a regular basis to review your work?			

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Will you have the autonomy to develop or implement the work without UGA representative direction or approval?			
Does the University of Georgia desire to hire this individual as an employee immediately following the termination of his or her services as an independent contractor?			
Does the individual provide similar services to other clients?			
Is this a grant funded position?			

\_\_\_\_\_

Service Providers Name (Please Print)

\_\_\_\_\_

Last four digits of SNN or Tax ID#

\_\_\_\_\_

Service Provider's Mailing Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Specific work to be provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location where work will be provided: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Fee is based on \_\_\_\_\_ Fixed Fee \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Cost per Unit \_\_\_\_\_

Other: \_\_\_\_\_ TOTAL FEE: \_\_\_\_\_