VIRGINIA TECH
EMPLOYEE/INDEPENDENT CONTRACTOR EVALUATION FORM

Vendor Name:_____

Brief Description of Work Performed_____

If the University already employs the person you are considering, **stop** now. (He/she cannot be paid as a contractor.) Otherwise, answer each of the following questions. If the question is not applicable, mark it as "n/a." University, as used below, refers to the office/department/principal investigator who has responsibility for the activity requiring this work to be performed. Answers in the shaded blocks generally designate workers to be "employees" under IRS rules.

Does the individual:	YES	No	N/A
1. Work substantially full-time for the University?			
2. Comply with the University's instructions about where, when and how the work is to be performed?			
3. Receive training to perform task from or at the direction of the University?			
4. Provide services that are integrated into the regular activities of the University?			
5. Provide services that must be rendered personally? (not by an assistant)			
6. Hire and supervise helpers who will be paid directly by the University?			
7. Have a continuing relationship with the University?			
8. Follow hours of work set by the University?			
9. Do their work on the premises of the University?			
10. Do their work in a sequence set by the University?			
11. Submit regular reports to the University?			
12. Receive payments of regular amounts at set intervals?			
13. Receive payments for business and/or traveling expenses?			
14. Rely on the University to furnish tools and materials?			
15. Lack a major investment in facilities used to perform the service?			
16. Make a profit or suffer a loss when providing their services?			
17. Work for one employer at a time?			
18. Offer their services to the general public on a regular and continuing basis?			
19. Face the possibility of being fired by the University?			
20. Have the option to quit work at any time without incurring liability for nonperformance?			

EVALUATION: The questions above are intended to measure the extent of control the University may exercise over the worker. Generally, if there is a good deal of control over what the worker does and how the worker does the work, there is an employee relationship established. If there are few elements of control, an independent contractor (consultant) relationship may be appropriate.

CERTIFICATION: Based on the above, it is my determination that the proper classification of this individual is **employee or independent contractor (circle one).** Note: A misclassification may result in taxes, interest, and penalties being assessed by the IRS. If this happens, departments will be billed for their proportional taxes, interest, and penalties.

_____ _____
Printed Name Signature Date

_____ _____
Title Phone Dept Name & Number