

ILLINOIS INSTITUTE OF TECHNOLOGY
EMPLOYEE/INDEPENDENT CONTRACTOR DETERMINATION QUESTIONNAIRE

I. Identification of Proposed Independent Contractor	
Individual's Name (Person being evaluated as Independent Contractor)	Social Security Number or FEIN
IIT Department evaluating IC status	Form Preparer Name and Phone Number
II. Current Relationships with the University	
Does this individual currently work for the University as an employee?	Yes. Treat as an employee No. Go to Section III, and either A, B, or C
III. Classification Guidelines (Complete <u>only ONE</u> of A, B, or C, depending on the services performed by the individual.)	
A. Teacher/Lecturer/Instructor	
1. Is the individual a "guest lecturer" (e.g., an individual who lectures at only one or two class sessions during the semester)?	Yes, treat as an independent contractor No, Go to #2
2. Is the individual the primary instructor of a course, be it for college credit, continuing education credit, or noncredit?	Yes, treat as an employee No, treat as an independent contractor
B. Researcher	
Researchers hired to perform services for a University department are presumed to be employees of the University. If, however, the researcher is hired to perform research for a particular University professor, please indicate which of the following relationships is applicable.	
Relationship #1: The individual will perform research for a University professor under an arrangement whereby the University professor serves in a supervisory capacity (i.e., the individual will be working under the direction of the University professor).	Treat as an employee
Relationship #2: The individual will serve in an advisory or consulting capacity with a University professor/doctor (i.e., the individual will be working with the University professor/doctor in a "collaboration between equals" type arrangement).	Treat as an independent contractor
C. Individuals Not Covered Under Teacher/Lecturer/Instructor/Researcher	
1. Does the individual routinely provide the same or similar services to the general public as part of a continuing trade or business with the opportunity for profit or loss?	Yes or do not know, Go to #2 No. Go to 1a
1a. Does the individual offer their services to the general public through advertising, solicitations, brokers, or other similar activities?	Yes or do not know Go to #2 No. Go to 1b
1b. Does the individual provide services under a registered or licensed business name?	Yes Go to #2 No Treat as an employee
2. Does the individual have a written contract for a specific period of time or to complete a specific result which also identifies the individual as an independent contractor for federal tax purposes?	Yes. Treat as an independent contractor No. Go to #3
3. Will the department provide this individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise?	Yes. Treat as an employee No. Go to #4
4. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule?	Yes. Treat as an employee No. Treat as an independent contractor