

Pacific ID# _____

UNIVERSITY OF THE
PACIFIC

INDEPENDENT CONTRACTOR AGREEMENT

IMPORTANT—READ & COMPLETE REVERSE SIDE

Please Type or Print (Blue or Black Ink Only)

Independent Contractor Name: _____			Date Prepared: _____
<i>First</i>	<i>M.I.</i>	<i>Last</i>	
Name of Business (if other than above): _____			
U.S. Taxpayer Identification Number: _____			
Citizenship: <input type="checkbox"/> U.S. Citizen/Perm. Resident <input type="checkbox"/> Non Resident Alien (Must See Payroll if form approved)			
Mailing Address: _____			
<i>(Street Number & Name)</i>			
<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>	<i>(Phone)</i>

1. Specific date(s) service(s) is (are) to be performed: _____

This agreement may be terminated at any time by mutual agreement of the parties.

2. Detailed description of services to be performed: (Attach additional sheet if necessary.) _____

TOTAL FEE FOR THIS CONTRACT

\$ _____

Payment shall be by check.

Index #(grants) _____

The University shall report all payment(s) to the Internal Revenue Service as required by law.

<p>AGREEMENT: I certify that the information provided on this form is correct and that any attachments (i.e. tax forms) are included. I understand that University of the Pacific is unable to pay me without this form and attachments on file. I am aware that at the end of the calendar year, I will be receiving the appropriate IRS tax forms from the University of the Pacific for all services performed.</p>	
Independent Contractor Signature _____	Date _____

<p>CERTIFICATION: Based on the information contained in this document (both front and back), it is my determination that the desired service should be most properly obtained from a hired contractor. I acknowledge that the University may hold my department financially responsible for any additional costs due to misclassification.</p>	
Hiring Administrator _____	Date _____
Department _____	Extension _____

Director of Human Resources Signature

Date

<p>Status of Contract</p> <p><input type="checkbox"/> Independent Contractor Okay to Work</p> <p><input type="checkbox"/> Must contact Purchasing for vendor set-up</p> <p><input type="checkbox"/> Must see Payroll for Additional Paperwork</p>	<p>Department</p> <p>Human Resources _____</p> <p>Purchasing _____</p> <p>Payroll _____</p>	<p>Date</p> <p>_____</p>
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INSTRUCTIONS:

1. COMPLETE AND SUBMIT THIS FORM TO HUMAN RESOURCES PRIOR TO PERFORMANCE OF SERVICE. If service is rendered prior to completion and approval of this form, payment and/or timely payment cannot be guaranteed.
2. If this is the first payment from the University of the Pacific, please contact Purchasing for vendor set-up.
3. The following questions must be answered to avoid penalty assessed by the IRS for payments to fraudulent independent contractors.

PROJECT DIRECTOR AND CONTRACTOR:

The following 20 common law principles are applied by the IRS in their review of proposed contactors being properly classified as independent contractors.* Please respond "Y" (Yes) or "N" (No) to each of the following questions regarding the individual being contracted to work for your project (program).

- _____ 1. Will the individual be given or required to follow detailed instructions as to what methods of operation to use to accomplish their task (as opposed to what the task is)?
- _____ 2. Will you provide training to the individual to perform the task?
- _____ 3. Will the individual be allowed to hire others to do the work for them?
- _____ 4. Will the individual establish his/her own work hours?
- _____ 5. Will the work performed be essential to your project?
- _____ 6. Will the individual have a continuing relationship with the project?
- _____ 7. Will the individual be able to hire, supervise, and pay assistants to the contractor, independent of you?
- _____ 8. Does the individual have customers other than Pacific?
- _____ 9. Will the individual decide when and where the work will be performed?
- _____ 10. Will the individual determine the order and sequence that he/she does the work?
- _____ 11. Will the individual be required to submit interim reports to you?
- _____ 12. Will the individual be paid for the job, not for the time spent doing the job?
- _____ 13. Can the individual work for more than one firm at a time?
- _____ 14. Will the individual pay for his/her expenses involved in completing the work?
- _____ 15. Will the individual furnish his/her own tools and supplies?
- _____ 16. Can the individual perform his/her services without the benefits of tools, services, etc. from your project's facilities?
- _____ 17. Can the individual prove that the services provided are made available to other customers?
- _____ 18. Will the individual be liable for any expenses, liabilities, and/or losses he/she may encounter in performing his/her job?
- _____ 19. Can the individual be fired at will?
- _____ 20. Can the individual be paid for partial completion of a job?

Independent Contractor Signature

Date

Hiring Administrator Signature

Date

* If the Independent Contractor Agreement form is not approved, the person must be classified as an employee.

* It is essential that the above questionnaire be completed and signed by both the contractor and the hiring administrator.

* The University will not accept Pacific faculty, staff, or students as independent contractors.