



### *Independent Contractor Status Verification*

Evans School staff and faculty who are considering hiring independent contractors should refer to the questions below as a guide for confirming that if hired, individual qualifies as a contractor rather than a University of Washington employee:

1. Does this individual currently work for the University as an employee?

Yes                      No

2. Does the University have the right to tell the individual when, where and how the work is to be performed?

Yes                      No

3. Is compensation made on a regularly recurring basis (e.g. weekly, monthly)?

Yes                      No

4. Does the individual provide the same or similar service to other entities or to the public as part of a trade or business?

Yes                      No

5. Does the University and the individual intend the working relationship to be that of “independent contractor” and document such intent in a written agreement?

Yes                      No

If you answered **“yes” to question 1**, this individual **MUST** be classified as an employee, and paid through the normal payroll process.

If you answered **“yes” to questions 2 and 3**, it appears this individual should be paid as an employee.

If you answered **“no” to question 4**, it appears this individual should be paid as an employee.

If you answered **“no” to question 5**, this individual **MUST** be classified as an employee, and paid through the normal payroll process.

*If you are unsure how to answer the questions above, or if you need additional information, please contact your Evans School Finance & Research Services Budget Manager.*