



Independent Consultant/Independent Contractor Questionnaire

This form must be filled out by the individual who wishes to perform services provided within the United States as an Independent Contractor for the Trustees of Dartmouth College ("Dartmouth"). Once completed and signed, this form should be sent to Procurement.Services@dartmouth.edu.

Note: If services will be performed outside of the United States, see the [International Staffing Policy](#). Do not complete this form.

Note: No service should be performed prior to the approval of an individual as an Independent Contractor and the execution of a formal agreement. Once reviewed, this form will be routed to the Dartmouth Contact listed below.

Note to New Vendors: Upon completion of this form new vendors will receive an email invitation from PaymentWorks to register in Dartmouth's vendor portal. More information is available within our [PaymentWorks](#) site within the Vendor Guide.

Part I: Dartmouth College Contact Information

1. Primary Contact: _____ Email: _____
2. Administrative Contact: _____ Email: _____
3. Department Requesting Services: _____

Part II: Independent Consultant/Contractor Information

1. Legal Entity Name: _____ Phone: _____ Email: _____
2. D.B.A. (Company Name): _____ Website: _____
3. Federal Tax Classification (Select one): _____
4. Are you US citizen/permanent resident? Yes No If No, please provide visa type: _____
5. Are you currently of have you ever been a Dartmouth College employee? Yes No
If Yes, please indicate dates of employment: _____
5. Have you previously been engaged by Dartmouth College to provide services? Yes No
If Yes, please provide the last-four of your Tax ID: _____
If Yes, please indicate month(s) and year(s) of previous engagement(s): _____
6. Describe the **general services** provided and generally how services will be provided: _____

	Yes	No
Behavior Control Factors		
1. Do you make decisions as to when, where, and how the work is to be performed?		
2. Do you have the necessary training or skills to perform the task?		
3. Do you hire, supervise, and pay your own employees or assistants? a. If yes, please provide number of employees, excluding yourself: _____		
4. Do you set your own work hours?		
5. Do you determine the sequence of tasks required to complete the work?		
6. Are regular written or oral reports required to be submitted to Dartmouth College?		
Financial Factors:		
7. Do you perform your services as a separate company with a Federal Tax ID?		
8. Do you receive payments on the basis of set deliverables?		
9. Do you furnish your own space, tools, and materials?		
10. Are you able to make a profit or potentially suffer a loss for this work?		
Relationship Factors:		
11. Do you provide similar services to other non-Dartmouth clients or advertise services to the public?		
12. If goods or services are not delivered, would you expect payment to be withheld from Dartmouth College or be required to refund money back to the Dartmouth College?		

Explanation(s) for any "No" answers:

I confirm that the answers provided above are true and complete to the best of my knowledge.

Signature of Independent Contractor

Print Name: _____ Date: _____

Independent Contractor Review:

Approved Denied

Reviewer: _____

Decision Date: _____