

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 Consultant/Independent Contractor for Dartmouth College. **Note: If services will be performed outside of the United States, see the [International Staffing Policy](#) and do not complete this form.**

Once completed and signed, this form should be sent to Procurement.Services@dartmouth.edu. **Note: No services should be performed prior to the approval of an individual as an Independent Consultant/Independent Contractor and the execution of a formal agreement.** Once reviewed, this form will be routed to the Dartmouth Contact listed below.

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- Dartmouth Contact: _____ Contact Email: _____
- Department Requesting Services: _____

Part II: Independent Consultant/@ Contractor Information

- Legal Entity Name: _____ Phone: _____ Email: _____
- D.B.A. (Company Name): _____ Website: _____
- Are you US citizen/permanent resident? Yes No
If No, Dartmouth must review visa and confirm eligibility to work in the U.S.
- Are you currently or have you ever been a Dartmouth College employee? Yes No
If Yes, please indicate dates of employment: _____
- 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): _____
- Describe the **general services** provided and generally how services are 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?		
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 Name: _____
Decision Date: _____