

Independent Consultants / Contractors Checklist

(Reference IRS web site: [Independent Contractor \(Self-Employed\) or Employee?](#))

Use this checklist after you have determined that the individual should not be paid as an employee and to verify that an individual qualifies as an independent consultant or contractor.



Important: Individuals doing typing at home for Stanford University **cannot** be paid as individual contractors.

	Click the appropriate box
The individual to perform the services	
• provides similar services to other clients and/or businesses outside of the University.	<input type="radio"/> Yes <input type="radio"/> No
• engages in entrepreneurial activities in an established business, at risk for profit or loss.	<input type="radio"/> Yes <input type="radio"/> No
• receives little or no training, supervision, or instruction from the University other than conveying the scope of services desired.	<input type="radio"/> Yes <input type="radio"/> No
• currently does not receive a paycheck from or is an employee of Stanford University.	<input type="radio"/> Yes <input type="radio"/> No
• will be responsible to determine the means and methods to use to perform the services.	<input type="radio"/> Yes <input type="radio"/> No
• will provide his or her own supplies, equipment, forms, etc. that are necessary to perform services, and cost for such will be included in the rate or total fee.	<input type="radio"/> Yes <input type="radio"/> No
• will maintain sufficient insurance to protect against work-related injuries and damage to the University.	<input type="radio"/> Yes <input type="radio"/> No
• will set his or her own priorities on time, amount of effort, and hours of work to accomplish services within the stated time frame.	<input type="radio"/> Yes <input type="radio"/> No
The services to be provided are not similar to those currently being provided by a Stanford employee(s).	<input type="radio"/> Yes <input type="radio"/> No
The time period, maximum fee, and scope of services are not intended to be modified at a later date.	<input type="radio"/> Yes <input type="radio"/> No

Consultant / Contractor Name

Stanford Approver Signature

Type Name and Title

Date