



GRAND RAPIDS COMMUNITY COLLEGE

**Questionnaire to Determine
Independent Contractor Status**

Identify the nature of the services to be provided to the College:

Name of prospective vendor _____

YES NO

1. Is the individual who performs the services required to comply with instructions by the College about when, where, and how the services are performed?		
2. Is the individual given training by the College or at the expense of the College to enable the individual to perform a service in a particular method or manner?		
3. Does the individual perform services which are important to the success or continuation of the College operations?		
4. Does the individual perform the services personally?		
5. Does the College hire, pay, or supervise assistants to help the individual?		
6. Is the relationship between the individual and the College a continuing relationship, including frequent but irregular intervals of performing services?		
7. Does the College set the hours for performing the services?		
8. Are the services performed on the premises of the College?		
9. Is the individual required to devote full time to the College?		
10. Does the College direct the order or sequence in which the services must be performed?		
11. Are regular oral or written reports required from the individual?		
12. Is the basis for payment hourly, weekly or monthly?		
13. Are business and/or traveling expenses of the individual reimbursed by the College?		
14. Does the College furnish tools, materials or equipment used in performing the services?		
15. Can the individual be discharged by the College without regard to the production of a result by the individual that meets contract specifications?		
16. Can the individual terminate the relationship with the College at any time without incurring liability to the College?		
17. Does the individual have a significant investment in facilities used to perform the service?		
18. Does the individual hire, supervise and pay assistants?		

19. Does the individual perform services pursuant to a contract with the College under which the individual is responsible only for the attainment of a result?		
20. Is compensation of the individual based on payment by the job?		
21. Can the individual realize a profit or suffer a loss as a result of performing the services?		
22. Does the individual perform services for two or more unrelated persons or firms at the same time?		
23. Does the individual make the same or similar services available to the general public on a regular and consistent basis?		
24. Does the individual perform services as a corporation?		

INDEPENDENT CONTRACTORS

To the best of my knowledge, the answers to the questions given above are true and accurate.

Dated: _____

Signature of individual
being classified

Print or type name here

Tax Ident. No. _____

Grand Rapids Community College
By: _____

Its: _____

APPROVAL

The above referenced individual is hereby determined to be an independent contractor
_____/an employee_____.

Dated: _____

Grand Rapids Community College

By: _____
Exec Dir of Human Resources

Pc: Human Resources
Controller
Originator