

**East Texas A&M University**  
**Employee vs. Independent Contractor Questionnaire**

\_\_\_\_\_  
Name of person to perform service

\_\_\_\_\_  
Date submitted for review

**RELATIONSHIP**

☐ YES ☐ NO

- 1) Is the person a U.S. Citizen or U.S. Legal Permanent Resident?  
(If "No," contact aphelp@tamuc.edu)

☐ YES ☐ NO

- 2) Does this person currently work as an employee within the Texas A&M University System?  
If so enter the employee UIN \_\_\_\_\_

☐ YES ☐ NO

- 3) Has this person worked for any entity in the Texas A&M University System within the last twelve months performing the same or similar services?  
If so enter the employee UIN \_\_\_\_\_

☐ YES ☐ NO

- 4) Is there a written contract between East Texas A&M University and the person describing the services to be performed as an independent contractor?

☐ YES ☐ NO

- 5) Does the person receive or expect to receive benefits from the University? If "Yes," explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ YES ☐ NO

- 6) Will the person have a continuing relationship with East Texas A&M University?

☐ YES ☐ NO ☐ N/A

- 7) If instructional duties are involved, will the instruction apply towards students receiving academic credit?

☐ YES ☐ NO ☐ N/A

- 8) If instructional duties are involved, will the person participate in testing/evaluating students for coursework leading towards academic credit?

☐ YES ☐ NO

- 9) Is the person performing similar services for others concurrently with the services they are providing ETAMU? If "Yes," explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ YES ☐ NO

- 10) Does the person advertise their services? (business cards, business listing in a directory, website, etc.)? (Attach a copy of each advertisement).

☐ YES ☐ NO ☐ N/A

- 11) Under what business name does the person perform their service?  
Business Name \_\_\_\_\_

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**BEHAVIORAL CONTROL**

☐ YES ☐ NO

12) Will the person receive training by the University? If "Yes," describe training.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ YES ☐ NO

13) Are work hours set by the University?

☐ YES ☐ NO

14) Is the person required to work a minimum number of hours?

☐ YES ☐ NO

15) Will the University provide the tools, equipment and or materials for the services to be performed?

☐ YES ☐ NO ☐ N/A

16) Does the University have the right to hire, fire or discipline the person's workers/assistants?

☐ YES ☐ NO ☐ N/A

17) If the person will perform research, will these services be performed under the direction and control of a University faculty member or employee?

☐ YES ☐ NO ☐ N/A

18) If research services are performed, is the research primarily for East Texas A&M University?

**FINANCIAL CONTROL**

☐ YES ☐ NO

19) Will compensation be paid on a weekly, monthly basis or other regular basis without submitting an invoice?

☐ YES ☐ NO

20) Does the person establish the level of payment for the services provided?

If "No," who does? \_\_\_\_\_

☐ YES ☐ NO

21) Are the person's services made available to the general public? If "Yes," explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ YES ☐ NO ☐ N/A

22) If equipment, office space or other facilities are provided, will the person lease these?

If "Yes," what are the terms of the lease? (Attach a copy of explanatory statement).

☐ YES ☐ NO

23) Are any expenses incurred by the person in performance of services for ETAMU reimbursed by ETAMU?

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☐ YES ☐ NO ☐ N/A 24) If liability insurance is typically required for the type of service being performed, will the person provide it at his/her own expense?

☐ YES ☐ NO 25) Can the person experience economic loss beyond the normal loss of pay?  
(for example, loss or damage of equipment, materials)?

**Other Information**

26) Provide a **description** of the services to be performed.

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27) If a current employee or former employee (within last 12 months) within the Texas A&M University System  
System, provide a **description** of the person's job duties.

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