



Texas A&M University-Commerce 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 Texas A&M University-Commerce 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 Texas A&M University-Commerce?
- 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 TAMUC? 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 _____

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

Name of person to perform service

Date submitted for review

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 Texas A&M University-Commerce?

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 TAMUC reimbursed by TAMUC?

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

Name of person to perform service

Date submitted for review

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.

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