

**Drexel University | Certification for Determination of Independent Contractor Status**

**Section 2 – Individual Service Provider Questionnaire to be completed by the Service Provider (“You” or “your”)**

**Office of Tax Compliance | 215.895.6221 | [taxdept@drexel.edu](mailto:taxdept@drexel.edu)**

The information below is necessary to enable Drexel University and its subsidiaries and affiliated entities including without limitation Drexel University Online, LLC, Academic Properties, Inc. and The Academy of Natural Sciences of Drexel University (collectively, the "University") to determine your status as an independent contractor (as defined by the Internal Revenue Service). **This form should be completed and approved prior to signing any contract with the University and prior to the start of any service(s). No payment will be made for services until this form has been reviewed, approved and signed by the University (through the Office of Tax Compliance).**

**Section 2: To Be completed by Service Provider**

Is your business structured as an individual/sole proprietor or single member LLC ('SMLLC')  Yes  No\*

**\* IF SERVICE PROVIDER IS NOT STRUCTURED AS AN INDIVIDUAL/SOLE PROPRIETOR OR SINGLE MEMBER LLC, STOP—THIS FORM IS NOT REQUIRED.**

**First and Last Name:** \_\_\_\_\_

**DBA or SMLLC name (if any):** \_\_\_\_\_

*Name listed on Certification for Determination of Independent Contractor Status Form, Contract, and Vendor Registration Portal all must match.*

**Address:** \_\_\_\_\_

**Last four digits of SSN:** \_\_\_\_\_ **Start Date (approvals valid for 1 year from start date):** \_\_\_\_\_

**Are you US Citizen or permanent resident alien?**  Yes  No **If no, country of citizenship** \_\_\_\_\_

*If not a US citizen or permanent resident alien, payments may be subject to withholding under IRC §1441.*

**Please provide business website URL, client list, and/or attach CV (required for approval):** \_\_\_\_\_

1. Are you a student or recent former student (within current or previous calendar year) of Drexel University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you a current employee of the University (defined as Drexel University, Drexel University Online LLC, Academic Properties, Inc. and/or The Academy of Natural Sciences)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you expect that the University will hire you as an employee after the completion of the services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Were you a University employee during the current or past calendar year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If the answer to question 4 is "yes", did you perform the same or similar type of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will you determine the order or sequence to be followed in completing the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Will you be able to determine your own working hours for completing the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Will you use your own supplies, tools, and equipment (ex: office equipment and software) in completing your services? Will you determine where to purchase any supplies or services that are needed to complete the work and assume all costs for purchases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you have the right to retain and supervise University personnel in carrying out your duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Can you perform your services without any additional training by University personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you, as opposed to the University, bear the financial risk in providing services to the University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Will there be unreimbursed expenses that you will be solely responsible for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Will you be paid by the hour, week or month rather than at the end of the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Do you market your services to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification**

**I certify that I am entitled to claim independent contractor status and that I (check box to affirm each statement):**

- Offer my services to multiple clients on a regular and consistent basis as an independent contractor and not an employee;
- Have complied with all business licensing requirements;
- Pay my own federal, state, city, self-employment and other taxes;
- Am not eligible for workers' compensation, unemployment compensation, or other employee benefits; and
- Maintain my own books and records.

I understand that the University will issue a Form 1099-MISC for independent contractors who receive more than \$600 in remuneration during a calendar year (or 1042-S for nonresident aliens). I understand that I may be held responsible for any penalties assessed against the University as a result of incorrect information I provide in this form.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Email Address**

**Please provide this signed form to your Drexel University contact.**