

Loyola University Maryland  
Independent Contractor/Consultant Requisition Form

Payee Information

Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Name (if individual) \_\_\_\_\_ Name of Company \_\_\_\_\_

Loyola University Maryland Campus \_\_\_\_\_ Department \_\_\_\_\_

If Foreign National, Country \_\_\_\_\_ Visa \_\_\_\_\_

IRS Classification Factors

Before a worker is hired as an independent contractor/consultant, the following checklist must be completed to help determine whether an employer/employee relationship exists.

Behavioral Control:

9) Will Loyola require progress reports on

20) Will you integrate the worker's services into your daily operations by providing email, an office, and requiring attendance at meetings?		Integrated into unit.		Independent of unit activities.
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<b>TOTAL:</b>				
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**Scoring:**

If "Yes" responses equal 12 or more, service provider is an employee through Payroll.

If "No" responses equal 12 or more, service provider is an independent contractor, complete the Loyola University Maryland Consultant Agreement, with Vice President approval, and send to Human Resources.

**Determination**

Hire worker as an employee

Hire worker as an independent contractor

**Evaluation of Classification Factors**

If you have determined that the worker is an independent contractor/consultant, please provide the justification for your conclusion based upon your responses above

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**Scope of Work:**

Duties to be performed (Attach a separate sheet of paper if necessary):

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