

# Independent Contractor Questionnaire

## Instructional Guide 5/1/17

### Independent Contractor Questionnaire

The Independent Contractor Questionnaire (ICQ) is completed by the buyer in cooperation with the vendor to assist in Independent Contractor (IC) or employee determinations. Proper classification of individuals is critical to appropriately process and make payments for services. This guide explains how to complete and submit an ICQ as well as how to create an email notification to alert you when the individual is approved for hire. A [copy of this form](#) is available at the bottom of this guide to use as a reference tool when discussing these questions with your vendor.

To view all ICQs that have been previously submitted or to enter a new ICQ, visit the IC Listing, located in SharePoint. Unless you are increasing service start and end dates on an existent contractor, a new questionnaire is required for each individual you wish to hire.

The ICQ is comprised of six sections: General Information, Behavioral Control, Financial Control, Relationship of the Individual to UMW, Requestor's Information, and For Finance/HR Use Only. Complete the first four sections. The Requestor's Information will automatically populate with the form's content owner. Finance or Human Resources will complete the last section.


To begin a new ICQ, select Add new item.

<input type="checkbox"/>	ICQ Number	Individual's Last Name↑	Individual's First Name
	2	Hoskins <small>NEW</small>	Cathy
<a href="#">+ Add new item</a>			

### General Information

The General Information section requests the Individual's Last and First Name, Company Name (if established), Website Address and W-9 Entity Type.

The W-9 Entity Type is not a required field but assists the reviewer when identifying status.

General Information	
Individual's Last Name:	<input type="text"/> *
Individual's First Name:	<input type="text"/>
Company Name:	<input type="text"/>
Website address:	<input type="text"/>
W-9 Entity Type:	Choose W-9 Entity Type 
Initial Service Start Date:	Choose W-9 Entity Type
Initial Service End Date:	Individual
Additional Service Start Date 2:	Sole Proprietor
Additional Service End Date 2:	Disregarded
Additional Service Start Date 3:	LLC

Enter the Initial Service Start and Initial End Dates. Two Additional Service Start and End Date fields have been provided should the original request require revision. Do not enter information in the Additional Service Date fields with the original entry.

Initial Service Start Date:	<input type="text"/> * 
Initial Service End Date:	<input type="text"/> * 
Additional Service Start Date 2:	<input type="text"/> 
Additional Service End Date 2:	<input type="text"/> 
Additional Service Start Date 3:	<input type="text"/> 
Additional Service End Date 3:	<input type="text"/> 

Include a description of the service and why this service necessary.

Service Description-please justify need:	<input type="text"/> *
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Enter the total expected payment for initial service start and end dates, as in #2.

Total Payment for Initial Services:	<input type="text"/> *
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Select or describe the method by which the individual was selected.

Individual was selected by	Select
	SWaM/SBSD Process
	Application
	Referral
	Former Employee
	Former Contractor
Other - please explain below	

If you select Other, please explain in the box below.

Individual was selected by:	Select or describe the method by which the individual was selected.
	Select <input type="text"/>

Additional Comments are optional and allows for communication between the Requestor and the Reviewer.

Additional Comments:	<input type="text"/>
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Each questionnaire entry is assigned an ICQ Number. This number is automatically assigned once the form is submitted. If it is determined that this person is an Independent Contractor, this ICQ Number is required for inclusion on Contracts, Invoices and within the eVA Requisition Comments field.

ICQ Number:	2
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## Behavioral Control

The Behavioral Control questions are related to whether there is a right to direct or control the manner in which the work is done. Most questions are required, for assistance with a question in this section, contact Paula Wilder in the Human Resources Department.

Behavioral Control	
Is the individual a current UMW employee?	<input type="radio"/> No <input type="radio"/> Yes
Has the individual received a W-2 from UMW in the last 12 months?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> I don't know Contact Paula Wilder for assistance with this question or email <a href="mailto:jobs@umw.edu">jobs@umw.edu</a>
Will the individual have office space on campus?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual expected to attend departmental/faculty/center meetings or trainings on a regular basis?	<input type="radio"/> No <input type="radio"/> Yes
Does UMW determine the sequence of tasks required to complete the work?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual required to work hours set by UMW?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual required to work on site at a UMW facility?	<input type="radio"/> No <input type="radio"/> Yes
Indicate the number of times the individual has been hired by your department in the past 12 months	<input type="text"/> <input type="button" value="v"/>
Does UMW determine the sequence of tasks required to complete the work?	<input type="radio"/> No <input type="radio"/> Yes

## Financial Control

The Financial Control section refers to whether or not the University has the right to control the economic aspects of the individual's job, which may include expenses and method and frequency of payment.

Financial Control	
Will the individual be reimbursed for any supplies, tools, materials, or travel from UMW?	<input type="radio"/> No <input checked="" type="radio"/> Yes - see Reimbursement List
Reimbursement List:	<input type="text"/>
Indicate the frequency of payment the individual will receive:	<input type="text" value="Select payment frequency"/> Monthly Hourly Lump Sum

## Relationship of Individual to UMW

The Relationship of the Individual to UMW section outlines the individual's frequency of work and relationship with the University, to include employees.

For the second and third questions in this section, if the individual provides services to other organizations, to the best of your knowledge provide a list of other types of organizations that this individual does business with.

Example: Higher Education.

Relationship of Individual to UMW	
Is the individual's work integral to the regular operations of the University and performed on a routine basis?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Does the individual offer services principally or exclusively to UMW?	<input type="radio"/> No - see Client List <input checked="" type="radio"/> Yes
Client List:	<input type="text"/>
To the best of your knowledge, is the individual related to an employee at UMW?	<input type="radio"/> No <input checked="" type="radio"/> Yes
If yes, will the UMW employee be supervising this individual?	<input type="radio"/> No <input checked="" type="radio"/> Yes

## Requestor's Information

The ICQ will automatically populate the Requestor's Information (the person entering into the form) with *First and Last Name*, *Email Address* and *Department*. Include your phone number. The *Requestor* is the owner of this form and will be contacted by Finance or HR with any relevant questions.

Requestor's Information	
Form Submitted By (your name)	Sarah Carroll (scarroll)
Your Email Address	scarroll@umw.edu
Your Phone Number:	<input type="text"/> *
Your Department	Finance

## For Finance/HR Use Only

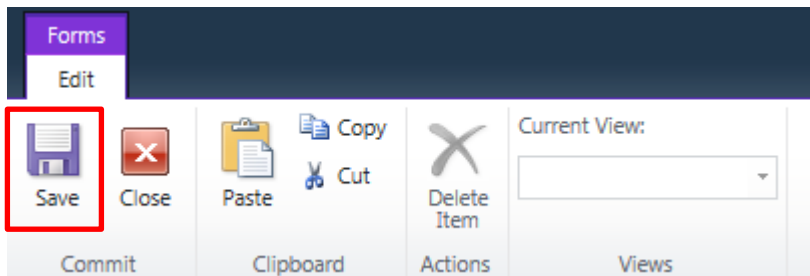
The last section of the form is to be completed by Finance or Human Resources and will be populated with questionnaire assignment, the IC or Employee determination, the date determined and any additional comments.

By creating an email notification alert, you will be notified immediately on status updates or changes to your questionnaire.

For Finance/HR Use Only	
Assigned to	tbd <input type="text"/>
This individual is an	tbd <input type="text"/>
Determination Date	<input type="text"/>
Finance/HR Comments:	<input type="text"/>

## Save the Questionnaire

To submit this questionnaire for approval, click Save in the upper left corner of the form.



The Questionnaire will route to the Finance and Human Resources for approval.

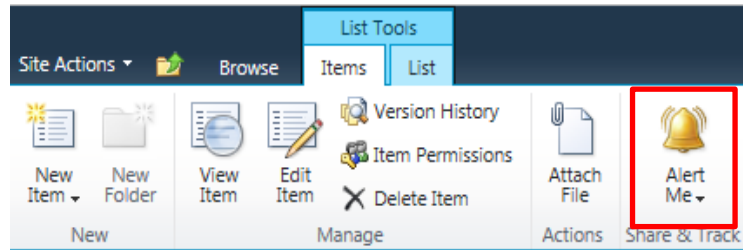
## Email Notifications

To create an email alert to notify you when any changes or updates are made to your entry:

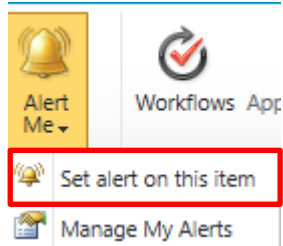
1. Select your ICQ entry by clicking the checkbox to the left of the Vendor's First Name

<input type="checkbox"/>	ID	Vendor's First Name	Vendor Last Name	Company Name
	14	Frank	Turner	
<input checked="" type="checkbox"/>	15	Cathy	Hoskins	

2. Select the **Alert Me** icon within the Share & Track section of the menu



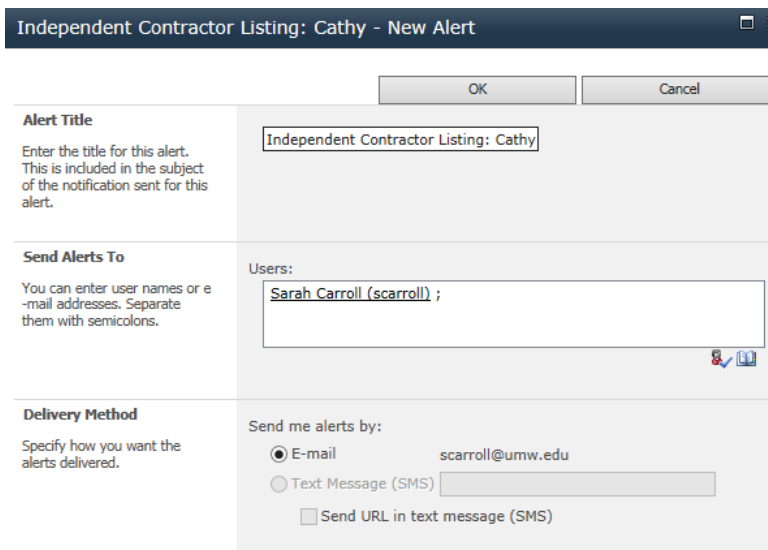
3. Choose the option to **Set alert on this item**.



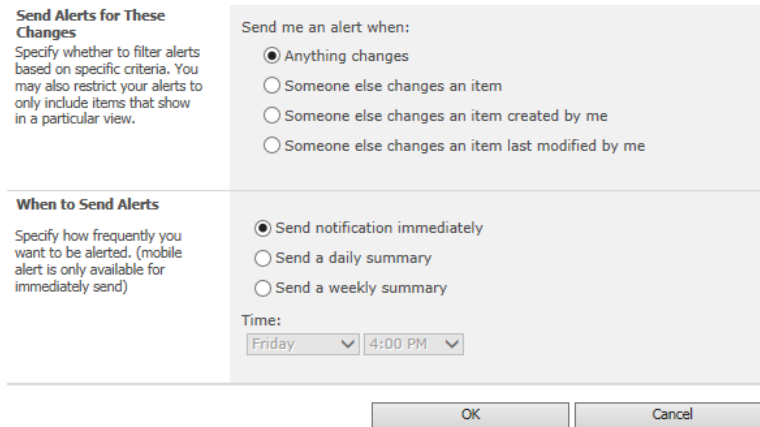
4. The New Alert pop-up will appear.

5. Verify your email address is correct.

You may also add additional email recipients to the alert in the *Send Alerts To* field.

A screenshot of a dialog box titled 'Independent Contractor Listing: Cathy - New Alert'. The dialog has 'OK' and 'Cancel' buttons at the top. It contains three sections: 'Alert Title' with a text box containing 'Independent Contractor Listing: Cathy'; 'Send Alerts To' with a text box containing 'Sarah Carroll (scarroll) ;'; and 'Delivery Method' with radio buttons for 'E-mail' (selected) and 'Text Message (SMS)', and a checkbox for 'Send URL in text message (SMS)'. The email address 'scarroll@umw.edu' is visible next to the 'E-mail' radio button.

6. Select the frequency you would like to be alerted.



The dialog box is titled "Send Alerts for These Changes". It has two main sections: "Send Alerts for These Changes" and "When to Send Alerts".

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

**Send me an alert when:**

- Anything changes
- Someone else changes an item
- Someone else changes an item created by me
- Someone else changes an item last modified by me

**Send notification immediately:**

- Send notification immediately
- Send a daily summary
- Send a weekly summary

**Time:**  
Friday 4:00 PM

Buttons: OK, Cancel

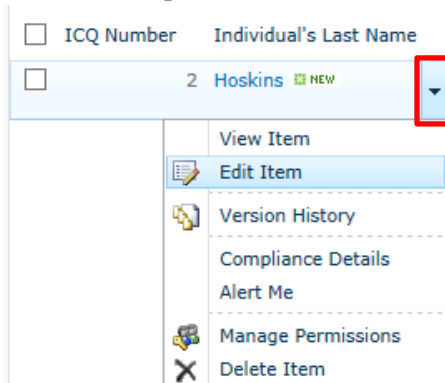
7. Select **OK** to save this Alert.

8. You will receive an email notifying you that an alert has been created.

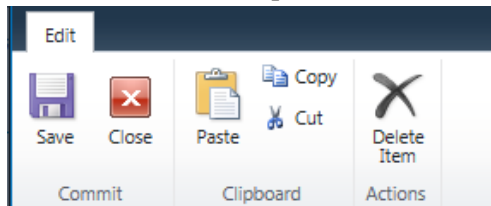
## Edit A Questionnaire

To edit a Questionnaire that has been previously submitted:

1. With your mouse, hover over the *Individual's Last Name*.
2. Select the dropdown arrow



3. Select **Edit Item**.
4. Make any necessary adjustments to the ICQ
5. Select Save when complete to save the changes.






# Independent Contractor Questionnaire Template

General Information	
Individual's Last Name:	<input type="text"/> *
Individual's First Name:	<input type="text"/> *
Company Name:	<input type="text"/>
Website address:	<input type="text"/> *
W-9 Entity Type:	Choose W-9 Entity Type <input type="button" value="v"/>
Initial Service Start Date:	<input type="text"/> *
Initial Service End Date:	<input type="text"/> *
Additional Service Start Date 2:	<input type="text"/>
Additional Service End Date 2:	<input type="text"/>
Additional Service Start Date 3:	<input type="text"/>
Additional Service End Date 3:	<input type="text"/>
Service Description-please justify need:	<input type="text"/> *
Total Payment for Initial Services:	<input type="text"/> *
Individual was selected by:	Select or describe the method by which the individual was selected. <input type="text" value="Select"/> <input type="button" value="v"/> <input type="text"/>
Additional Comments:	<input type="text"/>
ICQ Number:	This number is automatically assigned once the form is submitted. Include this number on Contracts, Invoices and eVA Requisitions. <input type="text" value="11"/>
Behavioral Control	
Is the individual a current UMW employee?	<input type="radio"/> No <input type="radio"/> Yes
Has the individual received a W-2 from UMW in the last 12 months?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> I don't know Contact Paula Wilder for assistance with this question or email <a href="mailto:jobs@umw.edu">jobs@umw.edu</a>

## Independent Contractor Questionnaire Template

Will the individual have office space on campus?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual expected to attend departmental/faculty/center meetings or trainings on a regular basis?	<input type="radio"/> No <input type="radio"/> Yes
Will the department provide work assignments, schedules and methods by which the assignments are performed?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual required to work hours set by UMW?	<input type="radio"/> No <input type="radio"/> Yes
Is the individual required to work on site at a UMW facility?	<input type="radio"/> No <input type="radio"/> Yes
Indicate the number of times the individual has been hired by your department in the past 12 months.	<input style="width: 80px;" type="text"/> * <input type="button" value="v"/>
Does UMW determine the sequence of tasks required to complete the work?	<input type="radio"/> No <input type="radio"/> Yes
<b>Financial Control</b>	
Will the individual be reimbursed for any supplies, tools, materials, or travel from UMW?	<input type="radio"/> No <input type="radio"/> Yes - see Reimbursement List
Reimbursement List:	<input style="width: 100%; height: 40px;" type="text"/>
Indicate the frequency of payment the individual will receive:	<input style="width: 100%;" type="text" value="Select payment frequency"/> <input type="button" value="v"/>
<b>Relationship of Individual to UMW</b>	
Is the individual's work integral to the regular operations of the University and performed on a routine basis?	<input type="radio"/> No <input type="radio"/> Yes

## Independent Contractor Questionnaire Template

Does the individual offer services principally or exclusively to UMW?	<input type="radio"/> No - see Client List <input type="radio"/> Yes
Client List:	<input type="text"/>
To the best of your knowledge, is the individual related to an employee at UMW?	<input type="radio"/> No <input type="radio"/> Yes
If yes, will the UMW employee be supervising this individual?	<input type="radio"/> No <input type="radio"/> Yes
<b>Requestor's Information</b>	
Form Submitted By (your name)	<input type="text" value="Sarah Carroll (scarroll)"/>
Your Email Address	<input type="text" value="scarroll@umw.edu"/>
Your Phone Number:	<input type="text"/> *
Your Department	<input type="text" value="Finance"/>
To submit this form for review, click the <i>Save</i> icon at the top left.	
<b>For Finance/HR Use Only</b>	
Assigned to	<input type="text" value="tbd"/> ▼
This individual is an	<input type="text" value="tbd"/> ▼
Determination Date	<input type="text"/> 
Finance/HR Comments:	<input type="text"/>