



# THE UNIVERSITY OF CHICAGO

6054 S. Drexel Ave. Suite 300, Chicago, IL 60637

## CONSULTANT and INDEPENDENT CONTRACTOR QUESTIONNAIRE

**STOP** If the service provider is currently, or has been, paid by the University of Chicago as an employee in the current calendar year, payments must be processed through Workday.

**Instructions:** The service provider must complete and submit this form along with IRS Form W-9 or W-8

<b>NAME OF INDIVIDUAL/ENTITY PROVIDING SERVICES:</b>	
<b>US TAX IDENTIFICATION NUMBER: (SSN OR EIN):</b>	

	YES	NO
1) Does the University have the right to control how work is to be performed?		
2) Do you set your own hours of work?		
3) Do you make your services available to the general public? If yes, you are required to attach a client list to this document.		
4) Does the University provide you with training?		
5) Has an agreement been signed between you and the University? If yes, you are required to attach a copy to this document.		
6) Do you perform the majority of the tasks on University premises?		
7) Are you currently debarred or excluded from participation in Federal assistance programs or activities? The University of Chicago verifies all new vendor for debarment on <a href="http://www.sam.gov">www.sam.gov</a> .		

**SIGN HERE** ➡ \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Signature of Individual Providing Services*

<b>FOR DEPARTMENT ADMINISTRATION USE ONLY</b>	
This document has been reviewed, and to the best of my knowledge, the information is accurately stated.	
Department Administrator Printed Name: _____	
Phone Number: _____	Email: _____
Signature: _____	Date: _____

*This form may be used as supporting documentation in the event that the Internal Revenue Service questions the payments made to you as an independent contractor.*