



INDEPENDENT CONTRACTOR QUESTIONS & DOCUMENTATION

Before submitting a payment request, the following 8 questions must be answered and included with the Requisition along with:

- The signed Independent Contractor Agreement (unless previously provided), and
- A printed invoice from the Independent Contractor.

VENDOR INFORMATION				
Vendor Name:	BYUH ID#: <small>(Enter only if vendor was a former student/employee. If vendor never had a BYUH ID#, enter "N/A".)</small>	EIN#/SS#		
DEPARTMENT INFORMATION				
Department Name:	Name of Contact:	Phone:		
			YES	NO
1	Does the individual solicit or accept similar business from others besides BYUH?			
2	Are the individual's responsibilities similar to those of current BYUH employees?			
3	Will the individual either supervise BYUH employees (i.e. train or direct how to perform the task) or be supervised by BYUH employees?			
4	Can BYUH require the individual to work exclusively or substantially full-time during the time of the engagement?			
5	Does BYUH pay the individual per workday/work hour (rather than on a per-job basis)?			
6	Does BYUH reimburse the individual for expenses incurred associated with this work (other than travel)?			
7	Does the individual have an investment in the tools, equipment, or facilities customarily required to perform the services? (If the service does not require tools, equipment, or facilities, answer this "yes".)			
8	Has the individual obtained a business license, professional license, professional training, or insurance/bonding for this type of service?			
Additional relevant details of services, terms, and conditions related to this engagement:				