



THE UNIVERSITY OF VERMONT  
**GRADUATE STUDENT SENATE**

## Example Independent Contractor Response

If the individual has been determined to be an independent contractor, please print this email, obtain applicable signatures, and attach to the requisition.

If the individual has been determined to be an employee, please follow the relevant hiring process through Human Resources.

Submitted on Wednesday, September 4, 2019 - 12:45

Submitted by user: aadas

Submitted values are:

Name of individual service provider (and d/b/a if applicable): Calvin Loven

Before completing this form, please verify that one of the following steps has been taken: I am a customer of the ABSC, and I have emailed [adminbsc@uvm.edu](mailto:adminbsc@uvm.edu) to obtain, or confirm that, a valid, signed and dated W-9 IRS form from the individual listed above is on file at UVM

I have contacted & received confirmation from my HR Rep that the individual performing the service: Does NOT currently work at UVM as a full-time, part-time, temporary, or student employee, AND has NOT BEEN PAID as a UVM employee withing the current or previous calendar year

HR Rep: Angie Leahey

Date of confirmation: Wed, 2019-09-04

==Form Preparer Information==

Name: Aayudh Das

Unit/Department: Graduate Student Senate

Email: [aayudh.das@uvm.edu](mailto:aayudh.das@uvm.edu)

Phone #: 9799857469

==Description of Services==

What service is being provided, and for what business purpose?

He is a tent vendor who will setup a 20'x40' tent for GSS Event Senators retreat at UVM Morgan Horse Farm.

When is the service being provided? 7th September

Where is the service being provided? UVM Morgan Horse Farm

==Q2==

Will the service provider either supervise or be supervised by a UVM employee? no

==Q3==

Will the service provider be expected to attend regularly scheduled meetings with UVM employees? no

==Q4==

Does the individual provide services that are considered a "key aspect" of the work performed by UVM? Key aspects of the University include instruction, research, and public service.: no

==Q5==

Is the service provider a guest speaker? no

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==Q6==

Is the service provider listed on a UVM website? no

==Q7==

Does UVM retain the right to tell the worker when/where work is performed? For example, are hours set by UVM (as opposed to letting the individual set their own schedule)? no

==Q8==

Does UVM retain the right to determine the sequence, details or means of work performed? : no

==Q9==

Does UVM provide a high degree of instruction or training to the worker? For example, does UVM provide specific instructions for anything other than the final outcome of the service provider's work? no

==Q10==

Does UVM tell the worker where to purchase supplies and services? not relevant/applicable

==Q11==

Does UVM provide tools, materials, personnel, equipment, office space, or other facilities necessary to perform the service? no

==Q12==

Is compensation triggered by receipt of an invoice or completion

of a project (as opposed to payments regularly made on a weekly or monthly basis)? : yes

==Q13==

If liability insurance is required for this type of work, does UVM provide it for the benefit of the service worker? no

==Q14==

Are the service provider's services available to the public or to other institutions? yes

==Q15==

Does the service provider perform a service that is substantially similar to one which any UVM employee currently performs? no

==Independent Contractor Information==

This person is a: (choose one): U.S. citizen (including a U.S. resident alien)

==Signatory/Certifier Information==

Signatory/Certifier Name: Cynthia Forehand

Signatory/Certifier Title: Dean/Vice President/Vice Provost

Department: Graduate College

Signatory/Certifier Phone #: (802) 656-316

Certification:

I, Dean, Director, Chair, or Authorized Designee thereof (with valid delegation on file), certify that:

- I am familiar with the services to be provided by the above-named individual
- I have reviewed the Employee vs. Independent Contractor Policy
- an Independent Contractor status classification is warranted.

In the event the University is subject to an employment tax audit, I acknowledge that any taxes, interest, or penalties assessed against the University by the IRS due to misclassification of an individual as an independent contractor may be charged back to my department budget.

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Signed

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Date

Determination: Independent Contractor