

INSTRUCTIONS:

Complete only if contracting with an individual or sole proprietor. If you are contracting the services of an individual or sole proprietor, it is important to establish that the nature of service does not constitute employee/employer relationship. The following factors are critical and may be enough to establish independent contractor status.

If the answer to **any** of the following questions is “YES”, you may need to consider hiring the individual as an employee. The more “YES” responses there are to these critical questions, the more likely it is that the individual should be hired as an employee. Fill in the form completely, no question should be left unanswered.

Individual **Sole Proprietor**

Payee Name:
Address:
City, State, Zip:
If Foreign National Country:

- Yes No 1. Is individual working exclusively for California Institute of Technology?
- Yes No 2. Is individual using experience or expertise gained as a current or previous employee of the California Institute of Technology to provide the service?
- Yes No 3. Is there a regular or ongoing relationship with the individual? For example, are you hiring the individual for more than a one-time task?
- Yes No 4. Are you providing ongoing training and direction concerning how to complete task? That is, are you giving more than general directions and objectives of the task?
- Yes No 5. Are you providing any assistance to individual such as additional personnel support, supplies, equipment, etc.?
- Yes No 6. Does individual report to a Caltech staff member who has the right to change HOW the individual does their work?
- Yes No 7. Are services of the individual integrated into your organization? For example, are you hiring someone to teach for credit?
- Yes No 8. Can individual quit prior to completion of the project without incurring any legal liability?
- Yes No 9. Does individual have a regular schedule with a set hourly rate?
- Yes No 10. Is individual currently employed at Jet Propulsion Lab or Campus?

Prepared by:	Ext.:	Date:
Department Name:	Department Mail Code:	