



## INDEPENDENT CONTRACTOR VERIFICATION FORM

As required by UPP 1-06, certain contracts for services may NOT be made, approved, performed, or paid by Marquette University unless the Contracting Party meets the requirements as an independent contractor under applicable Wisconsin law. A completed Independent Contractor Verification Form is required if:

A contract for services designates the specific person or persons who are responsible for doing the contract work.	YES	NO
The contract for services is with an individual person using his or her Social Security Number (SSN) as the tax identification number, or is with an individual using a "Doing Business As" name using the individual's SSN as the tax identification number, or the business is a sole proprietorship or an unincorporated association using the individual's SSN as the tax identification number.	YES	NO

**If the answer to both questions in the previous section is YES, this form must be completed and signed by the Contracting Party before the contract for services can be signed by Marquette University or a University Purchase Order can be issued. If the answer to one or more questions is NO, follow UPP 1-06's other requirements.**

**Select the correct response for each statement and provide any information requested.**

The Contracting Party holds or has applied for a Federal Employer Identification Number with the Internal Revenue Service (IRS).  If "Yes", provide the following information: * Federal Identification Number: _____ - _____ * Name on file with the IRS for the above number: _____	YES	NO
The Contracting Party has filed (1) an income tax return in the name of the business or (2) an individual income tax return with the IRS that includes self-employment tax liability based on services substantially similar to those required by Marquette for the last tax year for which the initial filing deadline has passed.	YES	NO

**If the answer to both questions in the previous section is NO, stop and do not complete the remainder of this Form. The individual providing services must be engaged as an employee through the Office of Human Resources in order to provide the services to Marquette University. Otherwise, the contractor must complete the remainder of this Form.**

The Contracting Party will provide its own office space, equipment, and materials in connection with the performance of services for Marquette. The Contracting Party understands that there will <u>not</u> be any direct reimbursement by Marquette for those costs under the contract for services.	YES	NO
The individual performing the services received a Form W-2 for income paid to the individual by the Contracting Party, or has paid self-employment tax, in the individual's last tax year for which the initial filing deadline has passed.	YES	NO
No day-to-day direction from Marquette employees is required to complete the services.	YES	NO
The contract for services specifies the exact amount of money that the Contracting Party will be paid for the services and does <u>not</u> provide for compensation based on hours worked or a specific amount to be paid per day, week, or month.	YES	NO
The contract for services specifies or references deliverables or objective criteria for determining if the services has been performed satisfactorily.	YES	NO
The Contracting Party has recurring business liabilities or obligations.	YES	NO
The Contracting Party could possibly suffer a financial loss in performing the contract for services.	YES	NO
The Contracting Party has in the past, or expects in the future, to provide similar services to clients or entities other than Marquette University.	YES	NO



**If the answer to any of the questions in the previous section is NO, stop and do not complete the remainder of this Form. The individual providing services must be engaged as an employee through the Office of Human Resources in order to provide the services to Marquette University, unless specifically approved by the University Office of General Counsel.**

**Contracting Party Certification:** I certify that the responses set forth above are true and complete to the best of my knowledge. Intentionally falsified statements shall result in cancellation of the contract for services as void. Any services actually provided shall be eligible for payment, if at all, only as wages as required by Wisconsin law.

Contracting Party Signature and Title:

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Date: \_\_\_\_\_