UNIVERSITY OF MINNESOTA

WORKSHEET

Consulting and Professional Services

INSTRUCTIONS:

Complete **ONLY IF CONTRACTING WITH AN INDIVIDUAL OR SOLE PROPRIETORSHIP**. If you are hiring an individual or sole proprietor, it is important to establish that the nature of the service does not create an employer-employee relationship. No question should be left unanswered.

When contracting with an individual or sole proprietor, complete and route this form Payroll Services with "Contract for Professional Services" (BA 1384), when required, or with "Payment Authorization for PVC" (Form BA 1382) when a contract is not required.

Social Security Number: __ __ __ - __ __ - __ __ __

If Foreign National – Visa Status: _____

Payee Name (Please Print): _____

Country: _____

Contract / PVC Number: _____

Total Consideration $: _____

Please provide a description of services provided by contractor:

Indicate the time period during which services will be rendered: From: To:

☐ Yes	☐ No	1.	Has the contractor been a University employee during the current calendar year?
☐ Yes	☐ No	2.	Is the contractor a nonresident alien (i.e. foreign national)?
☐ Yes	☐ No	3.	Will the contractor be paid for expenses only?
☐ Yes	☐ No	4.	Does the University have the right to control how the work results are achieved?
☐ Yes	☐ No	5.	Does the University provide the contractor with any training?
☐ Yes	☐ No	6.	Does the University reimburse expenses incurred by the contractor in connection with the worker's performance of services?
☐ Yes	☐ No	7.	Will the University pay the contractor hourly, weekly or monthly?
☐ Yes	☐ No	8.	Will the University provide the contractor with insurance, pension benefits, vacation or sick pay?
☐ Yes	☐ No	9.	Does the University expect its relationship with the contractor to continue indefinitely.
☐ Yes	☐ No	10.	Will the services provided by the contractor represent a key aspect of the University department's regular business activity?
☐ Yes	☐ No	11.	Does the contractor have a personal investment in the facilities he or she uses in performing services at the University?
☐ Yes	☐ No	12.	Does the contractor make his or her services available to the relevant market in the general public?
☐ Yes	☐ No	13.	Can the contractor realize a profit or loss in connection with this engagement?

		Department Contact	**Phone** / **Date**
Signature	**Date**	**Department Name**	**Department Address**