

- 5a. I will receive a flat fee for my services. ___ Yes ___ No
- b. My services are made available to the public on a regular and consistent basis. ___ Yes ___ No
- c. I contract with others to provide similar services. ___ Yes ___ No
- d. I will provide all the required equipment to complete my duties. ___ Yes ___ No
- e. I have the right to retain others to assist me in carrying out my duties as assigned. ___ Yes ___ No
- f. The retention of any such people is solely within my discretion, and any compensation will be paid by me. ___ Yes ___ No
- g. I use University classroom or office space to perform my duties. ___ Yes ___ No
- h. All expenses incidental to the performance of my duties for the University, including travel expenses are to be borne by me, unless reimbursement is permitted in the terms of the contract and invoiced with appropriate documentation. ___ Yes ___ No
- i. I retain the right to schedule the work to be completed. ___ Yes ___ No
- j. If required, I will submit periodic progress reports to the responsible department chairman or business administrator as to the status of the project or work being performed. ___ Yes ___ No
- k. The right to control the progress of the project or work being performed, is at my discretion. ___ Yes ___ No
- l. I contract to provide these services on a project-by-project basis. Nothing in this shall imply that either party has the right or obligation to receive or provide services for any period other than that covered by the contract. ___ Yes ___ No
- m. I am providing additional information which may be relevant to the determination of my status as an independent contractor (e.g. copies of invoices to other customers, newspaper and/or yellow pages advertisements, business cards, etc).
- _____
- _____
- _____
- _____

6. Certification by independent contractor:

I hereby certify, that I am entitled to claim independent contractor status and that I have complied with all business licensing requirements. My Philadelphia Business Privilege license no. is _____. I certify that I pay my own federal, state, and city income/social security and other taxes in accordance with estimated tax payment requirements. I acknowledge that, as an independent contractor, I am not eligible for workers compensation, unemployment compensation or other University employee benefits. I understand that the University will issue a Form 1099-MISC to independent contractors who receive over six hundred dollars in remuneration during a calendar year. I acknowledge that providing false information will result in my not being eligible to contract with the University in the future, and may result in further penalties.

Signature: _____ Date: _____

7. Business Administrator certification:

I certify that the foregoing statements represent the truth to the best of my knowledge and that all appropriate University purchasing approvals have been fulfilled. I acknowledge that, if the IRS subsequently determines that employee status should have applied, all penalties assessed to University of Pennsylvania with respect to this contract may be charged to my school/department. This certification applies: _____ one time _____ for one year from the date of certification.

Signature: _____ Title: _____ Date: _____

Embossed Identification

8. Office of the Comptroller approval:

Signature: _____ Title: _____ Date: _____

9. If not approved, any payment for services must be processed through the payroll system. Refer to HR Policy number 114 or 115 and Financial Policy number 2406.