



Please email completed form

to: Brett Last
blast@emich.edu

INDEPENDENT CONTRACTOR APPROVAL REQUEST

Requesting Department/Division: _____

Contractor's Name: _____ **Email:** _____

Address: _____ **Phone:** _____

City, State: _____ **ZIP:** _____

Is this contractor currently an EMU student? **Yes:** _____ **No:** _____

Has this contractor ever been an employee of Eastern Michigan University? **Yes:** _____ **No:** _____

If yes, state the date of last employment and nature of employment:

<p>Requestor: Person Who Will be Departmental Contact for Contractor</p>	<p>Department Approval of Request Department Manager/Director of Requestor</p>
Requestor's Name (Type or Print Legibly)	Approver's Name (Type or Print Legibly)
Requestor's Signature _____ Date _____	Approver's Signature _____ Date _____
<p><i>Provide Explanation for Request (Attach additional sheets if necessary):</i></p> <p>1) State Nature of Services that are being provided to Eastern Michigan University:</p> <p>2) Does the worker have a separately established business which provides them the opportunity to make business decisions that would impact their ability to profit or suffer loss from the work being performed? Yes _____ No _____</p> <p>3) Does the worker pay for all their own business expenses? Yes _____ No _____</p> <p>4) Is this worker providing their services exclusively to Eastern Michigan University? Yes _____ No _____</p> <p>5) Will the Department provide the individual with specific instructions regarding performance of required work? Yes _____ No _____</p> <p>6) Will the Department set the individuals daily work schedule? Yes _____ No _____</p> <p>7) Will the individual perform the services on a continuing basis as part of the Department's ongoing operations? Yes _____ No _____</p> <p>8) Is EMU providing any training, tools, equipment or supplies? Yes _____ No _____</p>	
<p>For Controller's Office Use Only:</p> <p>Qualifies for Independent Contractor Status: Yes: _____ No: _____</p>	
<p>Approver's Signature: _____</p>	

For questions regarding completion of this form, please call the Controller's Office at (734)487-3328