



**Please email completed form to:**  
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## 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:**

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

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