EASTERN MICHIGAN UNIVERSITY

Please email completed form to: John Salvia, Tax Manager jsalvia1@emich.edu AND Tammy Walters, Accounts Payable, Manager twalters1@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:

Requestor: Person Who Will be Departmental Contact for Contractor	**Department Approval of Request** 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

Provide Explanation for Request (Attach additional sheets if necessary):

1) **State Nature of Services that are being provided to Eastern Michigan University:**

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** ☐

3) **Does the worker pay for all their own business expenses? Yes** ☐ **No** ☐

4) **Is this worker providing their services exclusively to Eastern Michigan University? Yes** ☐ **No** ☐

5) **Will the Department provide the individual with specific instructions regarding performance of required work? Yes** ☐ **No** ☐

6) **Will the Department set the individuals daily work schedule? Yes** ☐ **No** ☐

7) **Will the individual perform the services on a continuing basis as part of the Department's ongoing operations? Yes** ☐ **No** ☐

8) **Is EMU providing any training, tools, equipment or supplies? Yes** ☐ **No** ☐

For Controller's Office Use Only:
Qualifies for Independent Contractor Status: Yes: ☐ **No:** ☐

Approver's Signature:

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

Revised 05/2018