

Independent Contractor Request (ICR) Short Form

(With the exception of the Independent Contractor's signature block, this form to be completed by department)

I. Independent Contractor Information – All requested information is required as outlined below.

As defined for federal tax purposes, an Independent Contractor is an individual or entity having no employment relationship to The College of New Jersey, either by statutory, common-law, or regulatory tests. Therefore, The College of New Jersey has no FICA or income tax withholding obligations for the Independent Contractor. An Independent Contractor is not an employee of the College. An Independent Contractor possesses specialized knowledge and skills, provides a specific product or service and functions autonomously in determining when and how the work shall be accomplished. The College of New Jersey utilizes Independent Contractors for services, skills or capabilities that are not available from within the College. The College, in effect, is purchasing expertise. This Independent Contractor Request (ICR) form shall be used to verify the relationship between the worker and the College is that of Independent Contractor.

If it is determined the worker is an employee, the employee must be paid through the College's payroll. Using the Independent Contractor Checklist below, it shall be the originating department's responsibility, subject to HR review and verification, to determine if the service provider is an employee or an independent contractor.

The payment must be less than \$2,500.00. Payment request for services shall be made utilizing this form, an invoice and an IRS W-9 (Request for Taxpayer Identification Number & Certification). Payment to an individual would include such activities as:

- **Lecturer/Guest Speaker:** A Guest Lecturer/Guest Speaker shall be defined as an individual distinguished in his or her field of specialization who shall visit TCNJ to either lecture or interact with students, faculty or staff.
- **Performer/Guest Artist:** A Guest Performer/Guest Artist shall be defined as an individual distinguished in his or her field of specialization who shall visit TCNJ to conduct performances or artistic classes.
- **Service Professional:** Other professional defined as an individual or entity contracted to provide independent services for which the manner of providing the services is under the control of the professional and not TCNJ.

Independent Contractor: _____ SSN/Tax ID: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____
 Date(s) of engagement: _____ Amount to be paid: _____

Chart of Accounts:

Entity	Acct	Fund	Org	Category	Program	Activity	Location	Amount

****Only use the POETAF columns below if the expense relates to a Grant or Project****

Project	Org	Exp Type	Task	Award	Fund Source	Amount

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Is the total payment, including travel expenses made on behalf of this individual, \$2,500.00 or more?
<i>If yes, do NOT proceed with this form. Process the payment on an Independent Contractor agreement.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is this a one-time, nonrecurring engagement?
<i>If no, do NOT proceed with this form. Process the payment on either an Independent Contractor agreement or the applicable employment documents.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the recommended individual a current or former (during the past twelve months) employee of TCNJ?
<i>If yes, do NOT proceed with this form. Process the payment on the applicable employment documents.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the recommended individual employed by a New Jersey State Agency or Entity | <input type="checkbox"/> | <input type="checkbox"/> |

