

## Independent Contractor Form

IRS guidance to determine employer/employee relationship or independent contractor designation can be found at:

<https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

-or-

<https://www.irs.gov/newsroom/understanding-employee-vs-contractor-designation>

**If your department has determined the relationship is an employer/employee relationship, the worker should be paid through the HRM application as wages.**

\_\_\_\_\_ has reviewed the relationship between the worker and  
Department Name

Department and has determined this payment to \_\_\_\_\_ meets the  
Name of Worker

IRS requirements to remit payment as an independent contractor instead of an employee.

\_\_\_\_\_  
Prepared by Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date