

UNC Charlotte

Independent Contractor Checklist

Instructions

For tax purposes, a service provider is either an employee (paid through Payroll) or an independent contractor (paid through Accounts Payable). This checklist incorporates IRS guidance on worker classification along with the North Carolina Office of State Human Resources and UNC Charlotte policies to determine the appropriate classification. If you have any questions or would like assistance in completing this checklist, please contact the Tax Office at TaxOffice@uncc.edu or 704-687-5742.

For Independent Contractor Checklist (ICC) FAQ: <https://spaces.uncc.edu/x/K4AwAQ>

For detailed instructions: [How is the Independent Contractor Checklist used to determine worker classification?](#)

Questions

1. Does the contractor have a UNC Charlotte ID?

Yes No

2. If yes, please provide.

3. Is the contractor a person or business?

Person Business

4. Contractor's First Name:

5. Contractor's Last Name:

6. Contractor's Email:

7. Description of Services to be Provided

8. Is the individual receiving retirement benefits from the state of North Carolina?

Yes No

9. Is the individual a current employee of the University or any other NC state agency?

Yes No

10. If yes, please provide the name of the agency.

11. Was the individual an employee of the University during the calendar year?

Yes No

12. Is it expected that the University will hire this individual as an employee following the termination of this work?

Yes No

13. Is this individual related or married to a UNC Charlotte employee?

Yes No

14. If yes, please provide the name of the employee.

15. Does this individual have a business relationship with a UNC Charlotte employee?

Yes No

16. If yes, please provide the name(s) and briefly describe the length and nature of the relationship.

17. Is this individual a current UNC Charlotte student?

Yes No

18. Does the University provide the individual with instructions as to when, where, and how the work is to be performed?

Yes No

19. Does the University provide training to the individual?

Yes No

20. Does the University require the individual to submit interim reports?

Yes No

21. Does the University pay for the individual's business and travel expenses?
 Yes No
22. Does the individual have an investment in his or her own business?
 Yes No
23. Does the individual make his or her services available to other relevant markets?
 Yes No
24. Is the individual paid by the hour, week or month?
 Yes No
25. Can the individual recognize a profit or loss from the services performed?
 Yes No
26. Does the University have a written contract with the individual for the services being performed?
 Yes No
27. Is the work being performed a key or integral part of the regular business of the University?
 Yes No
28. Will the person be teaching, lecturing and/or providing instructional services associated with a for-credit class?
 Yes No
29. Will the work be provided on a recurring basis?
 Yes No
30. Is the individual providing similar services to other Colleges or Universities?
 Yes No
31. Has the individual provided similar services as an employee of UNC Charlotte in the past?
 Yes No
32. Does UNC Charlotte employ individuals that provide similar services?
 Yes No
33. Can the University refuse payment to the individual for unsatisfactory work?
 Yes No

*By checking the box and submitting this form, I certify that the information provided is complete and accurate to the best of my knowledge.

I agree.