

HOW TO HELP DETERMINE IF YOUR VENDOR IS INDEPENDENT CONTRACTOR STATUS

(Independent Contractors are Vendor Numbers that begin with a "19")

- Does Individual or Company provide services and employee 2 or less on their payroll (not including sub-contractors)?
 - **If YES**, the vendor is usually considered as an Independent Contractor status per our policies.
 - **If NO**, the vendor is NOT considered as an Independent Contractor status per our policies.

- Does Individual or Company providing ONLY product and NOT any services in any way?
 - **If YES**, the vendor is NOT considered as an Independent Contractor status.
 - **If** the vendor is providing product and the only services provided are training of how to use the product being bought, the vendor is NOT considered as an Independent Contractor status.

- Is the individual a Study Participant, Guest Lecturer, Reviewer, Test Proctor, Landlord, Mediator, Lawyer, On-Call Physician, Caterer, Advisory Board participant/panel member or Special Event Entertainment (ex: DJ, clown, musician)?
 - **If YES**, these types of vendors are the exception to the IC rules and are NOT considered an Independent Contractor status.

- Is the Vendor a C-Corporation, Association, Society, Non-Profit, Government, Trustee, Hospital or University?
 - **If YES**, these types of vendors are NOT considered an Independent Contractor status.

- Is the individual a current JHU student and is providing services?
 - **If YES**, the student will NOT be considered as an Independent Contractor and the payment is to be processed thru payroll under student employment.

- Is the individual a current/former JH employee/affiliate employee and will be providing services similar to their duties in any way formerly or currently with Hopkins/Affiliates?
 - **If YES**, the individual will NOT be considered as an IC and payment should be processed thru payroll as a Casual/Temp employee with your department.

- Is the individual a current/former JH employee/affiliate employee that will be providing services and their duties are significantly different then their current or former duties with Hopkins/Affiliates?
 - **If YES**, Independent Contractor status is possibly considered upon an extensive review process and additional paperwork may be required.

- **IF** your vendor is considered as an Independent Contractor and payment(s) are less than \$5k accumulatively in a calendar year ...
 - ICA Short Form (ICASF) will be additionally required for the review process for the vendor setup.
 - Note when completing ICASF, answer ALL questions and provide ALL signatures.
 - Note, your departmental signatures are required on both pages 1 & 2 of the ICASF.
 - Note, contractor signature is required on page 2 of the ICASF.
 - Note, if question #11 answer is YES, a resume is required.
 - Note, question #15 requires a lump sum dollar amount and dates to be provided, even if it is an estimated.

- Once IC is approved and vendor # is assigned, the vendor can begin work.
 - The ICASF will be a required attachment along with vendor's invoice as supporting documentation when processing the vendors' invoice for payment thru SAP online check/payment request.
- **IF** vendor is considered as an Independent Contractor and payment(s) will **exceed \$5k** **accumulatively** in a calendar year, do **NOT** complete the ICASF because payment should be processed through a shopping cart/purchase order. Please contact the Purchasing Department directly for further assistance on how to setup your vendor and process vendor's payment thru a shopping cart.