



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Independent Contractor Agreement

IT IS HEREBY AGREED THAT I, _____, for the period from _____ to _____, will provide the following services:

It is understood that this contract is for services during the above period and does not represent continuing employment with TAMIU. Contract for services and travel expenses shall not exceed \$ _____.

Signature of Contractor

Date

Social Security or VID #

Mailing address:

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

My signature below signifies that I have reviewed and approved this contractual job. Furthermore, this contract is contingent on proper work authorization and complies with System regulation 25.99.03, "Contracting for External Consultants and Professional Services."

Dean/Director

Date

Appropriate V.P.

Date

Director of Budget, Payroll & Fiscal Analysis

Date

Preparer's Name: _____

Account #: _____

Date Check Needed: _____

L or R requisition #: _____

Please check this box if the individual being contracted is a foreign national.

Will the services listed above be conducted entirely outside the United States? YES NO

Department: _____
 Department Contact Name/Ext.: _____
 Dates of Services (From/To): _____

Employee vs. Independent Contractor Checklist

RELATIONSHIP

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Is the person a U.S. Citizen or U.S. Legal Permanent Resident (green card holder)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does this person currently work as an employee within the Texas A&M University System? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has this person worked for any entity in the Texas A&M University System within the last twelve months performing the same or similar services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there a written contract between Texas A&M International University and the person describing the services to be performed as an independent contractor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the person receive or expect to receive benefits from the University? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will the person have a continuing relationship with Texas A&M International University? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If instructional duties are involved, will the instruction apply towards students receiving academic credit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. If instructional duties are involved, will the person participate in testing/evaluating students for coursework leading towards academic credit? | <input type="checkbox"/> | <input type="checkbox"/> |

BEHAVIORAL CONTROL

- | | YES | NO |
|---|--------------------------|--------------------------|
| 9. Will the University provide the tools, equipment and/or materials for the services to be performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the University have the right to hire, fire, or discipline the person's workers/assistants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If office space or other facilities are provided, will the person rent the space? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are work hours set by the University? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If the person will perform research, will these services be performed under the direction and control of a University faculty member or employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. If research services are performed, is the research primarily for Texas A&M International University? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the person required to work a minimum number of hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Will the person receive training by the University? | <input type="checkbox"/> | <input type="checkbox"/> |

FINANCIAL CONTROL

- | | YES | NO |
|--|--------------------------|--------------------------|
| 17. Will compensation be paid on a weekly, monthly basis or other regular basis without submitting an invoice? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. If liability insurance is typically required for the type of service being performed, will the person provide it at his/her own expense? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Does the person work for more than one company at a time (meaning they are not economically dependent solely on TAMIU)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Are the person's services made available to the general public? | <input type="checkbox"/> | <input type="checkbox"/> |

If a current or former employee (within last 12 months) within the Texas A&M University System, provide a description of the person's job duties.
