

Independent Contractor or Employee Status (ICE Status)

The information provided below will assist in determining the independent contractor or employee status in accordance with IRS Publication 15-A for individual(s) performing services for Murray State University. These questions are intended as a guide in making this classification. Further evaluation may be necessary based on specific individual circumstances.

**This request is for a single person or multiple persons. If this applies to multiple persons, please complete the second page found at this [link](#).*

Name of proposed Employee or Contractor: _____ **M# (if any)** _____

Dates work requested: _____ **Department Requesting Work:** _____

Brief description of service to be performed (please limit to two lines):

Section 1: Relationship with the University - Answer all 4 questions. If request is for multiple people, please complete page 2.

- | | Yes | No | Unsure | |
|----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the individual currently work for Murray State University as an employee?
If "Yes", position title: _____ |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the individual worked as an employee of the university during the current calendar year of this contract? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has an offer of employment been extended to the individual?
<i>If the answer to all of these questions is "No," PROCEED to Section 2.</i>
<i>If the answer to any of these questions is "Yes," STOP. Check the Employee box in Section 3 below.</i>
<i>If the answer to any of these is "Unsure", complete applicable portion in section 2 and send to Human Resources.</i> |

Section 2: Classification Guidelines - Complete only ONE of the following sections [A, B, or C], based on services to be performed.

A. Teacher/Lecturer/Instructor

1. ☐ ☐ Is the individual an invited guest lecturer (lectures in a seminar, colloquium, class, etc.?)
2. ☐ ☐ Has the individual been at the university in this capacity fewer than four times in the past 12 months?
If the answers to questions 1 and 2 are "Yes," STOP. Check the Independent Contractor box in Section 3.
If the answer to either question is "No," PROCEED.
3. ☐ ☐ Is the individual teaching a course for which the students can receive credit toward a university degree?
If the answer to question 3 is "Yes," STOP. Check the Employee box in section 3.
If the answer to question 3 is "No," PROCEED.
4. ☐ ☐ Has the individual provided the same or similar services as an ongoing business or other unrelated entities in the last 12 months?
5. ☐ ☐ Does the university have any control over course materials that are used by the individual?
If the answer to question 4 is "Yes," AND the answer to question 5 is "No," STOP. Check the Independent Contractor box in Section 3; otherwise, check the Employee box.

B. Researcher (Responses require a combination of "Yes" and "No.")

1. ☐ ☐ Will the individual perform research under the supervision of a Murray State University employee?
2. ☐ ☐ Will the individual serve in an advisory or consulting capacity for a Murray State University employee?
If the answer to question 1 is "Yes," STOP. Check the Employee box in Section 3.
If the answer to question 2 is "Yes," check the Independent Contractor box.

C. Individuals Not Covered Under Sections A or B

1. ☐ ☐ Has the individual provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months?
2. ☐ ☐ Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise?
3. ☐ ☐ Can the university set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set his/her own work schedule?
If the answer to question 1 is "Yes," AND the answer to questions 2 and 3 is "No," STOP. Check the Independent Contractor box in Section 3.
If the answer to question 2 OR 3 is "Yes," check the Employee box in Section 3; otherwise, check the Independent Contractor box.

Section 3: Classification (Select only one.)

- ☐ **Employee Classification**
- ☐ **Independent Contractor Classification**

Completed forms should be printed and sent via campus mail to Human Resources 412 Sparks Hall or scanned and emailed to msu.hr@murraystate.edu.

Completed by: (Please Print) _____ **Date:** _____

Contact Number: _____

Office Use Only:

HR(initial): _____ Procurement(initial): _____ Comments: _____

Copies to: Requesting and Home department, Procurement