

Bowdoin College is requesting the information below in order to determine the appropriate service provider classification (employee vs. independent contractor) under federal and state laws and regulations. **Please complete and return this questionnaire, along with a completed and signed IRS W-9 form (Rev. August 2013) to the Bowdoin Department that is seeking to engage your services. Thank you.**

Name:

Doing Business As (if applicable):

Address:

Telephone:

Email Address:

1. Please describe the exact nature of your trade, occupation, profession or business (referred to hereafter as "business"):

2. Please indicate how your business is organized:

☐ Sole Proprietor ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Professional Corporation

3. How long have you been independently engaged in this business?

4. Did you file a business tax return last year for this business? ☐ Yes ☐ No

If no, why not?

5. Do you have an IRS determination (SS-8) of independent contractor status? ☐ Yes ☐ No

If yes, provide the date:

6. Do you have the opportunity to make a profit or loss in this business: ☐ Yes ☐ No

7. Do you have a substantive investment in knowledge, facilities, tools, instruments, materials or products for this business? ☐ Yes ☐ No

If yes, please provide specific examples:

8. Do you advertise this business? ☐ Yes ☐ No

If yes, please provide specific examples of where you advertise:

9. How many clients did your business work for in the past 12 months?

a. Please provide names of three major customers (other than Bowdoin College) within the past 12 months:

Did client issue a 1099? ☐ Yes ☐ No

Did client issue a 1099? ☐ Yes ☐ No

Did client issue a 1099? ☐ Yes ☐ No

10. Do you work for more than one client at a time? ☐ Yes ☐ No

11. Do you use assistants to help perform your work? ☐ Yes ☐ No (If yes, answer questions a and b below.)

a. Do you personally pay your assistants? ☐ Yes ☐ No

b. Are you responsible for supervising the details of your assistants' work? ☐ Yes ☐ No

12. Have you worked as an employee for Bowdoin College in the past? ☐ Yes ☐ No

If yes, please provide dates and positions:

Service Provider Certification

I hereby certify that all of the information I have provided above is true and accurate. I also certify that I am legally authorized to work in the United States.

Signature: _____ Date: _____

Printed Name: