

Valdosta State University

Determination of Status Form (DOS)-Employee vs Independent Contractor

The information provided below will assist HR in determining whether the individual performing the services will be classified for federal, state, and FICA tax purposes as an employee of the University or as an independent contractor. Complete all sections (I, II, III, IV, and V).

Note: This form is only to be used for contractors who are being paid via their social security number (SSN). If the contractor is being paid through their taxpayer identification number (TIN), please contact Procurement for assistance.

Instructions: Requesting Departments must receive approval from Human Resources BEFORE work is started by an individual. Once this form is processed, a representative from Human Resources will contact you with further directions. Keep in mind that the individual MUST pass a background check for HR to approve eligibility. Please send the completed form to vsuindependentcontractor@valdosta.edu for review.

I.

Individual's Legal Name	Requesting Department	Form Preparer	Preparer Phone Number
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II. Multiple Relationships with the University (must be verified with the individual)

YES NO

1. Does the individual currently work for VSU as an employee? 1.
2. Does the individual currently work for another OneUSG institution as an employee? 2.
3. Has the individual worked as an employee (including either temporarily or as a student assistant) at a OneUSG institution (including VSU) in the same calendar year (Jan-Dec) as the date of service? 3.
4. Is it currently expected that VSU will hire this individual as an employee immediately following the termination of a personal service agreement? 4.
5. Is the individual a current student at VSU, or will they be a student at the time of service? 5.
6. Is the individual retired from a Georgia Teachers/Employees' Retirement System (TRS/ERS) affiliate (Georgia state government/agency, school system, College/University)? 6.

If the answer to any of the above questions is "Yes," DO NOT USE THIS FORM. Contact HR to determine the correct form needed. If the answer to all questions is "No," proceed to Section III.

III. Classification (choose A or B)

A. Teacher/Lecturer/Instructor/Speaker

YES NO

1. Is the individual a "guest lecturer" (e.g. an individual who lectures only a few sessions)?
**If the answer is "Yes," proceed to Section IV.
If the answer is "No," proceed answer questions 2 and 3.**
2. Is the individual teaching a course for which students will NOT receive credit toward a degree?
3. Does the individual provide the same or similar services to other entities or the general public as part of a trade or business?
If the answer to both questions 2 and 3 is "Yes," proceed to section IV. If the answer to either 2 or 3 is "No," answer question 4.
4. In performing instructional duties, will the individual primarily use course materials that are created or selected by the individual?
**If the answer is "Yes," proceed to Section IV.
If the answer is "No," DO NOT USE THIS FORM.**

B. Miscellaneous Individual

YES NO

1. Does this individual provide the same or similar services to other entities or to the general public as part of a trade or business?
**If the answer is "Yes," proceed to Section IV.
If the answer is "No," answer question 2.**
2. Will the department establish project goals, direct the work, provide specific instructions and/or serve in a supervisory capacity regarding the performance of the required work?
**If the answer is "Yes," DO NOT USE THIS FORM.
If the answer is "No," answer question 3.**
3. Will 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 their own work schedule?
**If the answer is "Yes," DO NOT USE THIS FORM.
If the answer is "No," proceed to Section IV.**

IV. Additional Questions (please answer all)

YES NO

1. Will the position be involved with minors (under the age of 18)? 1.
2. Are these minors non-VSU students? **If "Yes," it is mandatory that you contact Minors on Campus. If N/A, select "No."** 2.
3. Are these minors categorized as students of VSU (academically enrolled at VSU)? **If N/A, select "No."** 3.

V. Signatures

Budget Manager Name Print	Signature	Date
HR/Procurement Name Print	Signature	Date

HR/Procurement ONLY:	
Background Check	Date
Completed	Date
Human Resources	Date
Approved	Date