

University of Kansas Center for Research, Inc
Employee vs. Contractor Decision Tree

Contractor Name _____

BSA # (to be completed by KUCR) _____

Yes No

- 1 Does this individual currently work for any campus of the University of Kansas?

2. Will the department provide the individual with training and/or specific instructions regarding the performance of the work, rather than rely on the individual's expertise?

3. Will the individual perform the services on a continuing basis as part of the department's on-going operations (rather than for a specific scope of work)?

4. Will the department be providing the necessary tools, materials and equipment (e.g. laptop, desktop) in order for the contractor to perform their duties?

5. Is the individual a foreign national?
If yes, provide Visa Type _____ and Country of Residence _____

6. If question 5 is "yes", does the individual have an alien registration card?
*If yes, attach a copy. If no, taxes may be withheld from payment at the rate of 35%
Individuals may certify a claim for tax treaty exemption from withholding by attaching a completed form 8233*

This Form Completed by: _____ Date _____

KUCR Use:

1. Is contractor current employee?
2. If no, was contractor a former employee?
If yes, date of last employment _____

Conclusion:

Contractor
Employee

Signed _____