

UNIVERSITY OF CENTRAL FLORIDA  
FOUNDATION, INC.  
12424 RESEARCH PARKWAY  
ORLANDO, FL 32826-3257

CERTIFICATION OF  
INDEPENDENT CONTRACTOR  
STATUS  
SUBMIT TO:  
UCF FOUNDATION  
DISBURSEMENTS DEPARTMENT  
882-1231

Payee Name: \_\_\_\_\_  
Payee Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
FEID or Soc. Sec. No.: \_\_\_\_\_

**INSTRUCTIONS:**

Complete only if contracting or paying a vendor qualifying for Form 1099 issuance. If you are hiring an individual or sole proprietorship, it is important to establish that the nature of the service does not constitute an employee/employer relationship. The Independent Contractor Questions are important to both UCF and the prospective payee to enable proper tax withholding and reporting in accordance with IRS rules and regulations. Please consider them carefully with the prospective payee's cooperation and understanding.

**This form must accompany the UCF Payment Authorization Form**

\_\_\_\_\_ Individual      \_\_\_\_\_ Sole Proprietor\*      \_\_\_\_\_ Corporation/Government\*\*      \_\_\_\_\_ Partnership  
\* An FEID is also appropriate.      \*\* If you checked Corporation/Government, the Independent Contractor Questions do not have to be completed.

\_\_\_\_\_ I am a U.S. citizen or permanent resident.      \_\_\_\_\_ I am a nonresident alien.

**If you are a nonresident alien you cannot be paid directly through the University of Central Florida Foundation.**

\_\_\_\_\_ I am a University of Central Florida student      \_\_\_\_\_ I am not a University of Central Florida Student

**If you are a UCF student you cannot be paid directly through the University of Central Florida Foundation.**

**Independent Contractor Questions**

Yes answers generally indicate an employment relationship.

- 1. Is the payee a University of Central Florida or affiliated organization employee? (If yes, pay as employee only through the appropriate payroll system.)
- 2. Are the services of the individual integrated into your organization? For example, are you hiring someone to teach a credit course? (Normally performed by UCF employees.)
- 3. Is the UCF Dept. providing long-term assistance to the individual such as additional personnel support, supplies, equipment, etc.?
- 4. Is the UCF Dept. providing on-going training and direction concerning how to complete the task? That is, are you getting more than general directions and the objectives of the task?
- 5. Does the prospective payee/independent contractor report to a UCF staff member who has the right to change HOW the individual does his/her work? (An independent contractor normally must meet standards defined in a contract and is not directly supervised by a UCF employee.)
- 6. Is there a regular or on-going relationship with the prospective payee/independent contractor? For example, are you hiring the individual for more than a one-time task?
- 7. Is the prospective payee/independent contractor using experience or expertise gained as a current or previous employee of the University of Central Florida to provide the independent contractor service?
- 8. Can the independent contractor quit prior to completion of the project without incurring any legal liability? A YES for research participants is an acceptable answer for payment as an independent contractor.

I agree with the statements made above by the approving payer (Dean, Director, Chairperson, or Fund Administrator) employed with the University of Central Florida. Furthermore, I understand that as an independent contractor, I am not covered under the State of Florida Worker's Compensation Law (F.S. 440) and that I meet the independent contractor definition also defined in F.S. 440. Furthermore, I am a U.S. citizen or permanent resident of the U.S. and the address and social security number or FEID above is correct. I understand that this is taxable income to me and that I am required to report this income on my U.S. Income Tax Return annually.

Payee Signature (Must be Payee Named Above)

Phone

Date (mm/dd/yyyy)

Univ. of Central FL Department

Fund Administrator Name & Signature

Date (mm/dd/yyyy)