HOW TO HELP DETERMINE IF YOUR VENDOR IS INDEPENDENT CONTRACTOR STATUS

(Independent Contractors are Vendor Numbers that begin with a “19”)

• Does Individual or Company provide services and employee 2 or less on their payroll (not including sub-contractors)?
  ➢ If YES, the vendor is usually considered as an Independent Contractor status per our policies.
  ➢ If NO, the vendor is NOT considered as an Independent Contractor status per our policies.

• Does Individual or Company providing ONLY product and NOT any services in any way?
  ➢ If YES, the vendor is NOT considered as an Independent Contractor status.
  ➢ If the vendor is providing product and the only services provided are training of how to use the product being bought, the vendor is NOT considered as an Independent Contractor status.

• Is the individual a Study Participant, Guest Lecturer, Reviewer, Test Proctor, Landlord, Mediator, Lawyer, On-Call Physician, Caterer, Advisory Board participant/panel member or Special Event Entertainment (ex: DJ, clown, musician)?
  ➢ If YES, these types of vendors are the exception to the IC rules and are NOT considered an Independent Contractor status.

• Is the Vendor a C-Corporation, Association, Society, Non-Profit, Government, Trustee, Hospital or University?
  ➢ If YES, these types of vendors are NOT considered an Independent Contractor status.

• Is the individual a current JHU student and is providing services?
  ➢ If YES, the student will NOT be considered as an Independent Contractor and the payment is to be processed thru payroll under student employment.

• Is the individual a current/former JH employee/affiliate employee and will be providing services similar to their duties in any way formerly or currently with Hopkins/Affiliates?
  ➢ If YES, the individual will NOT be considered as an IC and payment should be processed thru payroll as a Casual/Temp employee with your department.

• Is the individual a current/former JH employee/affiliate employee that will be providing services and their duties are significantly different then their current or former duties with Hopkins/Affiliates?
  ➢ If YES, Independent Contractor status is possibly considered upon an extensive review process and additional paperwork may be required.

• IF your vendor is considered as an Independent Contractor and payment(s) are less than $5k accumulatively in a calendar year ...
  ➢ ICA Short Form (ICASF) will be additionally required for the review process for the vendor setup.
    ▪ Note when completing ICASF, answer ALL questions to avoid rejection.
    ▪ Note, provide ALL signatures (YOUR departmental & Contractor) to avoid rejection.
    ▪ Note, IF question #11 answer is YES, a RESUME is required.
    ▪ Note, question #15 requires a lump sum dollar amount and dates to be provided, even if it is an estimated amount.
    ▪ Once IC is approved and vendor # is assigned, the vendor can begin work.
    ▪ The ICASF will be a required attachment along with vendor’s invoice as supporting documentation when processing the vendors’ invoice for payment thru SAP online check/payment request.

• IF vendor is considered as an Independent Contractor and payment(s) will exceed $5k accumulatively in a calendar year, do NOT complete the ICASF because payment should be processed through a shopping cart/purchase order. Please contact the Purchasing Department directly for further assistance on how to setup your vendor and process vendor’s payment thru a shopping cart.