

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.