

## Independent Contractor Agreement Instructions

This agreement should not be used for anyone currently employed or anyone who has been employed within the last twelve months by the University System of New Hampshire (Keene State College, Granite State College, University of New Hampshire, or Plymouth State University). If the individual is or has been a USNH employee within the last twelve months, please contact Student Involvement for instructions. You, the student organizer, must ask the individual to be paid whether or not they have been an employee of USNH within the last twelve months.

This form must be completed at least ten business days in advance of the individual working with your organization.

ALL requested information must be completely and thoroughly filled out.

The Student Organization must complete the following:

- Determination Checklist (you may need to ask the contractor questions to do this)
- Section II: Contractor Information
- Section IV: Description of Service and Dates of Service
- Section V: Fees/Payment Schedule

The Independent Contractor must complete the following:

- Section IX: Authorized Signature for Independent Contractor

Student Involvement will complete the remainder of the form.

***Please note that completing the agreement does not automatically mean it will be approved. The IRS has specific standards by which they determine if an individual qualifies as an Independent Contractor. If they do not meet these qualifications, they will need to complete different paperwork to be hired by USNH and paid as an employee.***

When submitting the ICA, please include a W9 and copies of the individual's professional license and insurance information (primarily for coaches and athletic trainers).