

## Employee/Independent Contractor Certification Form

**Instructions:**

Review the language below, fill out all necessary fields, print, sign & email/upload with PSA to [contracts@babson.edu](mailto:contracts@babson.edu)

**Note:**

A new IC certification form is required for new or amended project/work performed by **individuals and LLCs (not companies)**.

All new vendors require a W9.

For more information regarding independent contractors, visit the Procurement Dept. website or contact us at [procurement@babson.edu](mailto:procurement@babson.edu)

**Freedom From Control**

The independent contractor:

- Performs functions independently.
- Is free of Babson College's "control and direction."
- Performs functions using an approach of his/her own choosing.
- Determines when and where to work.
- Determines how much work is needed to perform the project for which they have been retained.

**Work Outside the Usual Scope of the Employer's Business**

The independent contractor:

- Must provide services and/or perform functions, which are outside the employer's "usual sphere of business."
- Performs functions, which typically are not performed by Babson College employees.

**Independent Trade, Occupation or Business**

The independent contractor:

- Must hold him or herself out to the public as available to provide the same or similar services to a variety of employers.
- Has a financial investment in his/her contracting/consulting business.

**\*For LLC Providers- I have conducted and retained appropriate due diligence which confirms that the LLC regularly engages in providing this type of work to other customers e.g., other college, universities and businesses.**

**\*For Individuals - I have read the three (3) conditions above and certify that the engagement of services by the designated supplier/provider/ contractor/consultant satisfy all three (3) conditions necessary to designate such person as an independent contractor/consultant.**

Independent Contractor Name: \_\_\_\_\_

Project/Service Description: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Termination Date: \_\_\_\_\_

\_\_\_\_\_  
Signature – Department/Unit Head

\_\_\_\_\_  
Date