MIT | VPF

Office of the Vice President for Finance

Independent Contractor Registration
Department Portion

To register an Independent Contractor, please complete all sections below and include the **Statement of Work** or equivalent with this form. Please contact VPF at b2p@mit.edu with questions.

Project Details:

Supplier Name: _____

Where will the work be performed?   Inside U.S.   Outside U.S.

Period of Performance: From: ___/____/_____   To: ___/____/_____

Total Compensation: $_____   Compensation Rate: $_____   per _____ (hour, day, other)

A Selection of Source form (vpf.mit.edu/selection-of-source-form) is required for purchases exceeding $10,000.

Independent Contractor Questions:

	Check one: Yes	No
1. Are the services to be provided by the contractor the same or similar to those performed by other MIT employees (including MIT employees outside of your department, lab, or center)?		
2. Is the contractor a previous or current employee of MIT for the same position/work?		
3. Was the contractor previously retained by MIT to provide the same services within the last two years?		
4. Will the contractor continue to provide services to MIT after the end of the project performance period?		
5. Will the contractor perform his or her work at MIT? *If no, skip to question 7.*		
6. Will the contractor be assigned MIT office space and/or require MIT administrative services?		
7. Will an MIT employee provide detailed instruction on or supervise how the contractor performs his or her work?		
8. Will MIT set the contractor's work hours?		
9. Will anyone other than the contractor perform any of the work? **[Note: The contractor must provide the services personally and directly to MIT and must not subcontract any of the work to another contractor.]**		
10. Will the contractor hire, supervise, or direct any MIT employees?		
11. Will MIT provide and/or lease equipment and materials to the contractor for completing the services?		
12. Will MIT provide training to the contractor that is necessary for the contractor to complete the services (excluding any basic training on MIT's policies and communications/IT systems)?		

Please provide additional details for any questions checked "Yes" above.

Signature _____   Date _____