

# Worker Classification Review

**RIT**  
Controller

Date: \_\_\_\_\_

New Request

Renewal Request

## Worker Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Social Security Number (SSN) or Federal Employment ID Number (FEIN): \_\_\_\_\_

Are you a current or previous employee of RIT?      Yes      No

If yes, check all that apply:      Full-time      Part-time      Faculty      Student      Temp

If yes, please provide a brief explanation:

## Scope of Work

Will work be performed on RIT's campus?      Yes      No

Will RIT equipment/supplies be used?      Yes      No

Period of Performance:      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Rate of Pay (based on project milestones or per hour): \_\_\_\_\_

Estimated Annual Spend (Not to exceed dollar amount): \_\_\_\_\_

Provide a brief description and specific key deliverables for this engagement

Is it expected the University will hire you as an employee upon conclusion of the proposed service?      Yes      No

## Internal Revenue Service Classification Factors Checklist

### IRS Classification Table

*A. Behavioral Control: Right to direct and control details and means by which worker performs services.*

Instruction	Will the department give you instructions as to when, where, and how you are to perform the job?	Yes	No
Training	Will you receive training from the University?	Yes	No

*B. Financial Control: Right to direct and control economic aspects of the worker's activities.*

Significant Investment	Have you invested in facilities such as an office or equipment to perform the proposed services to commercial clientele?	Yes	No
Payment of Expenses	Will the University pay your business travel expenses in addition to the rate/fee?	Yes	No
Services Available	Do you make your services available to other businesses?	Yes	No
Incremental Payment	Will the University pay you by the hour, week, or month rather than by the job?	Yes	No
Risk of Profit/Loss	Will you bear the risk of making a profit or losing money under this arrangement?	Yes	No

*C. Financial Control: Right to direct and control economic aspects of the worker's activities.*

Regular University Business	Is the work to be performed part of the regular business of the University: teaching, research, and public service?	Yes	No
Individual Status	Will you receive any employee benefits?	Yes	No
	Will you hire and supervise other persons on behalf of the University?	Yes	No
	Is it a condition of the agreement you personally provide service to the University?	Yes	No
Control of Individual	Can you terminate your relationship at any time without incurring any personal liability?	Yes	No
	Will you be submitting regular oral/written reports to the University, other than status updates?	Yes	No
	Will a University employee provide ongoing supervision to you?	Yes	No
	Is the University entitled to withhold payment for unsatisfactory work?	Yes	No
	Will you have to follow University scheduled hours of work?	Yes	No

What type of advertising do you do for your services (e.g. business cards, website, etc.)?  
Provide the website URL if available: