

1. Contractor's Name and Address:

Name: _____

Federal Employer I.D. # (W9 Form required) _____ or Soc. Sec. #: _____

Business Address: _____

Phone #: _____ Fax #: _____

Home Address: _____

2. Please Answer ALL of the Following (Yes / No):

- Is the proposed independent contractor presently or formerly affiliated with MIT (as an employee, student, faculty member, or independent contractor) ? _____
- Is the proposed independent contractor an employee at another organization ? _____
- Is the proposed independent contractor a full-time student of any institution ? _____
- Are the services to be provided comparable to those performed by other MIT employees? _____
- Will the contractor supervise and/or train any MIT employees? _____
- Will the contractor receive detailed supervision or training by any MIT employees? _____
- Will the contractor be assigned MIT office space and/or require MIT administrative services? _____
- Will additional services of this contractor be required after completion of this Contract? _____
- Has the individual been engaged in an independent contractor capacity in the past?
 - If yes, please provide description and any other details available. _____

** A YES answer to ANY of the above must be explained on the reverse side or under separate cover **

3. Period of Performance:

From: _____ / _____ / _____ To: _____ / _____ / _____

4. Compensation:

Compensation Rate \$ _____	Per _____	(hour, day, etc.)
Total # of hours, days, etc. (from above) of services	X _____	
Total estimated cost of services	\$ _____	
Total estimated cost of travel	\$ _____	
Other _____	\$ _____	
Total Estimated Cost of Contract	\$ _____	

5. Contractor Citizenship Information:

Where will the work be performed?

- Inside U.S. _____
- Outside of U.S. _____

If "Inside U.S.", which of the following applies:

- U.S. Citizen _____
- Resident Alien _____
- Non-Resident Alien * _____

* *Type of Visa:* _____

6. Required Documentation (See Independent Contractor Information Package for more information):

The following information Must Be Submitted as a package to the Procurement Office:

- 1) A Proposal (letter) from the contractor which outlines the description of the services to be provided and the basic terms of the agreement.
- 2) The Contractor's Federal Employer I.D. # (for an established business) OR a letter from the Contractor which provides evidence of his/her Independent Contractor status AND a copy of the Contractor's current résumé.
- 3) A memo which provides a thorough description/ explanation of :
 - a. Statement of Work,
 - b. Deliverable Items (Tangible) or Reports,
 - c. Basis for Selection of Contractor,
 - d. Basis for Acceptance of Costs.
- 4) An approved/ signed Requisition, which references the above mentioned memo.
- 5) This Form, completed, signed, and dated.

Signature _____ Date _____
(MIT Technical Representative)

SUPPLEMENTAL INFORMATION (IF NEEDED):