
UNIVERSITY OF HOUSTON-CLEAR LAKE
INDEPENDENT CONTRACTOR ELIGIBILITY QUESTIONNAIRE

Section A. Contract/Provider Information

Name: _____ SSN: _____

Home Address: _____

Description of Work to be Performed: _____

STATE OF TEXAS EMPLOYMENT (Complete only if the individual has worked for an agency of the State of Texas within the past two years.)

Nature of current/previous state employment: _____

Date of Termination: _____ Annual Compensation: _____

This individual HAS VERIFIED that he or she has NOT been paid through the UHS payroll system during the last twelve months. Y _____ N _____

Section B. Eligibility Questionnaire

1. Is the individual employed elsewhere? Y _____ N _____
If "Yes", where? _____ What FTE? _____

2. Where will work be performed? At home _____ At the University _____ At another location _____

3. Indicate the extent the individual's work will be supervised by university personnel.
_____ Supervised on a regular basis
_____ Periodic review or modification of work at various stages prior to completion
_____ Based on initial understanding, finished product will be submitted, independent of university supervision or input

4. Will this individual supervise, guide or direct any university employee? Y _____ N _____

5. What schedule will this individual work? _____

6. Frequency of payments: _____ Biweekly _____ Monthly _____ One single payment upon completion

7. The individual _____ DOES _____ DOES NOT anticipate employment within the University of Houston System in this calendar year.

8. The individual _____ IS _____ IS NOT a UHS student.

9. Will this individual use any university equipment or supplies? Y _____ N _____

Section C. Eligibility Status

The individual named in Section A and described in Section B _____ IS _____ IS NOT an independent contractor.

Director of Personnel: _____ Date: _____

Requestor: _____ Date: _____ Business Coordinator: _____
(Signature required) (Signature required)