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To: Banner Finance Users

From: John Hebard, Chief Procurement Officer

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John Hebard
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Date: January 4, 2023

Subject: New Independent Contractor Determination Form

UA Procurement & Contract Services (P&CS) has created a new Independent Contractor Determination Form to replace all previous versions of the form. The form is located on the P&CS website at:

[UA Independent Contractor Determination Form](#)

The new fillable form is designed to be user friendly for the department seeking services and for the contractor by asking a series of Yes/No questions with selectable radio buttons rather than lines of text. A number of the more intrusive questions in the previous form have been removed. And most importantly, the form is structured so that if *all* of the questions for the department (Section 1) are answered in a manner that aligns with being an independent contractor, the contractor would not need to complete Section 2, only required insurance information would need to be provided. Note it is important that the answers to questions provided by the department in Section 1 and, if required, the contractor in Section 2 are accurate in order to ensure that the University's independent contractor determination complies with AK Department of Labor and Internal Revenue Service guidance.

In the event that the determination appears to show an employer/employee relationship rather than an independent contractor relationship, P&CS will work with Human Resources to provide a final determination.

Please bookmark the link to the new form and use it moving forward. P&CS will continue to accept the previous form but will send a friendly reminder providing a link to the new Independent Contractor Determination Form.

Thank you for your attention to this matter.

Cc: UAA, UAF, UAS, SW Banner Finance list serves
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Procurement Technicians
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