

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 or No):

- Is the proposed independent contractor presently or formerly affiliated with MIT (as an employee, student, faculty member, or independent contractor)? Yes/No
- Is the proposed independent contractor an employee at another organization? Yes/No
- Is the proposed independent contractor a full-time student of any institution? Yes/No
- Are the services to be provided comparable to those performed by other MIT employees? Yes/No
- Will the contractor supervise any MIT employees? Yes/No
- Will the contractor receive detailed supervision by any MIT employees? Yes/No
- Will the contractor be assigned MIT office space and/or require MIT administrative services? Yes/No
- Will additional services of this contractor be required after completion of this Contract? Yes/No
- Has the individual been engaged in an independent contractor capacity in the past? Yes/No
 - 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 \$0.00 Per _____ (hour, day, etc.)

Total # of hours, days, etc. (from above) of services _____

Total estimated cost of services \$0.00

Total estimated cost of travel \$0.00

Other _____ \$0.00

Total Estimated Cost of Contract \$0.00

5. Contractor Citizenship Information:

Where will the work be performed? Inside/Outside

If "Inside U.S.", which of the following applies: Citizen/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.
(Requisition no: _____)
- 5) This Form, completed, signed, and dated.

Signature _____ Date _____
(MIT Technical Representative)

SUPPLEMENTAL INFORMATION (IF NEEDED):