



Employee/Independent Contractor Certification Form

I have read the three conditions below and certify that the engagement of services by the designated contractor satisfy all three conditions necessary to designate the service provider as an independent contractor/consultant.

Independent Contractor:.....

Certification:

Department/Unit Head

Date

Freedom From Control

The independent contractor:

- performs functions independently
- is free of Northeastern University's "control and direction"
- perform functions using an approach of his/her own choosing
- determines when and where to work
- determines how much work is needed to perform the project for which they have been retained.

Work Outside the Usual Scope of the Employer's Business

The independent contractor:

- must provide services and/or perform functions which are outside the employer's "usual sphere of business"
- performs functions which typically are not performed by Northeastern University employees

Independent Trade, Occupation or Business

The independent contractor:

- must hold him or herself out to the public as available to provide the same or similar services to a variety of employers
- has a financial investment in his/her contracting/consulting business.