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- 6. Does the payee provide this service to the general public, including other businesses, as part of a trade or business or have a business telephone listing, or advertise this business in the Yellow Pages, or have a business license for this business? N
RY RN
 - 7. Except for a payee engaged to teach or lead classes, seminars or similar meetings, does USA require the payee to be present in USA facilities at certain times or on certain days to perform the services? RY RN RNA
 - 8. For a payee engaged to teach or lead classes, seminars or similar meetings, will the payee create or select the course materials? RY RN RNA
 - 9. Will the payee's services be an integral part of USA's daily ongoing activities, or, in the case of sponsored research, be carried on during substantially the entire term of the grant or contract? RY RN

Please contact the Tax Accounting Office or Human Resources for assistance.

Approvals

Department Head	Date	Division Head	Date
Dean	Date	Human Resources	Date
Initials	Tax Accounting Office		
_____ approved as independent contractor service	_____ employee service	Date _____	

