

Instructions: Department should forward the completed form to Purchasing, JCK 527, contracts@txstate.edu	FORM FS-06
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 <p>TEXAS STATE UNIVERSITY <i>The rising STAR of Texas</i></p>	FS-06 EMPLOYEE vs. INDEPENDENT CONTRACTOR DETERMINATION
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SECTION A: The Department will answer questions 1 – 6:

1. Name of the Proposed Contractor:		
2. Business name and location:		
3. Explain the job duties and provide description of work:		
4. Account Manager name:	5. Department:	6. Administrative contact & phone:

SECTION B: The Department will answer questions 1 – 6:

	YES	NO
1. Will the Account Manager have a supervisory role with the worker?		
2. Does Texas State have employees who can or do perform this work?		
3. Will the worker need university office space, equipment, access to university services, or paid parking?		
4. Will this work be funded by a university sponsored program or grant?		
5. Will the work performance have a beginning and ending date? If so, enter the dates: (format: MM/DD/YY – MM/DD/YY)	Beg Date: _____ End Date: _____	
6. Estimate the total expected payments to this contractor for the fiscal year:		

ACCOUNT MANAGER SIGNATURE: _____ DATE: _____

SECTION C: The proposed contractor will answer questions 1 -5 and sign:

	YES	NO
1. Will you require job training or supervision by university personnel to perform this work?		
2. Do you have your own business and offer these services to the general public?		
3. Are you employed full time elsewhere? Name of Employer, (or N/A)		
4. Are you a current or former employee (within past 12 months) at Texas State University?		
5. Are you related to someone at Texas State? If so, enter name & department, (or enter N/A)	Name of relative: _____ Department: _____	

PROPOSED CONTRACTOR SIGNATURE: _____ DATE: _____
Are you a U.S. Citizen or U.S. Permanent Resident? Yes _____ No _____
If no, then what is your Country of Citizenship: _____ Current U.S. Visa Status? _____

If “No”, the Department should contact the Nonresident Tax Specialist for payment guidance at taxspecialist@txstate.edu or 245-2543.

Procurement Office: Complete below and email form approval or denial to Account Manager.

SAP Employee Verification:	Yes	No – Not a Texas State Employee	Approval:	Yes	No	Initials:	Date:
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