



## International Independent Contractor Certification and Attestation

This International Independent Contractor Certification and Attestation form must be completed by any individual who provides services in any jurisdiction outside the United States on Cornell’s behalf, regardless of nationality or country of residence.

All information must be entered completely by the person to perform the services to ensure accuracy and a timely review. The information on this form is to be used to determine whether the services and individual comply with the independent contractor guidelines set out by the U.S. IRS and the laws of the country where the services will be performed.

**Definition:** An independent contractor is an individual or non-corporate entity that provides personal services to Cornell University while retaining control over the means and methods of accomplishing the result. Typically, the independent contractor will have a principal place of business other than a Cornell location, offer services to the general public and will have clients other than Cornell.

**Instructions:** This form is meant for Independent Contractors who conduct business as an individual, a sole proprietorship, or a single-member LLC. You will not complete this form if your business is structured as a corporation, partnership, limited liability partnership, or a multi-member limited liability company.

Please return the completed form by email to the following point of contact.

Name:

---

Email:

---

For privacy and security purposes, it is recommended that you password-protect the document before attaching it to the email. Please reach out to the identified point of contact if you prefer not to use email. Other secure means of transmission available are via a secure fax machine or Cornell’s DropBox service.

If Cornell University engages you as an independent contractor, the following must occur **prior** to the services being performed:

1. You will receive a contract for services, which must be signed and returned.
2. If you are a new vendor for Cornell, you will be contacted by our procurement team to complete the vendor registration and to collect the IRS Form W-9 or W-8, as applicable.
3. Depending on the nature of the service(s) provided, you may be required to provide proof of insurance. Please see Cornell’s insurance requirements at <http://www.dfa.cornell.edu/procurement/suppliers/doing-business/insurance>
  - a. Commercial general or professional liability – based on type of service
  - b. Automobile liability – when a vehicle is used as part of the services for reasons other than personal transportation
  - c. Worker’s compensation – when a service provider has employees
  - d. Cyber risk – when software development or installation, electronic storage (including cloud computing), or host, use, or access to Cornell data is part of the service
4. Cornell will issue a purchase order for the services.



**Service Provider Information and Questionnaire:**

Name of Independent Contractor: \_\_\_\_\_  
 Business or Trade Name \_\_\_\_\_  
 (if different): \_\_\_\_\_  
 Foreign Tax Identification #: \_\_\_\_\_  
 Principal place of business: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Zip or Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Country of Citizenship: \_\_\_\_\_  
 Country of Residence: \_\_\_\_\_

1. Are you currently employed by Cornell University or a Cornell Affiliate? Yes  No

If yes, please explain position and duties:

2. Have you ever been an employee, faculty or staff, of Cornell University or a Cornell Affiliate?  
Yes  No

If yes, please explain. Include any time in the last five (5) years you have been an officer, director, trustee, CEO/CFO/COO/CIO, dean, or assistant dean at Cornell, or a member of their immediate family:

3. Are you currently connected to Cornell University as a contractor, student, post doc, etc. or have you been at any time in the current or previous calendar year? Yes  No

If yes, please provide the following:

Capacity (contractor, student, post doc, etc.): \_\_\_\_\_  
 College/School/Department: \_\_\_\_\_  
 Last date of enrollment, as applicable: \_\_\_\_\_  
 Briefly describe the nature of services you provided. \_\_\_\_\_

4. Briefly describe the nature of services you perform as an independent contractor:



5. How long have you been in business providing this service?

6. Do you represent yourself to the general public as being in business to perform the same or similar services on a regular basis? Yes  No

7. Where do you advertise your services, e.g. word of mouth, publications, websites, etc.?

8. Provide the name and contact phone number for three major customers, other than Cornell, for whom you performed similar services during the last 12 months.

	Name of Customer	Customer Phone Number
1.		
2.		
3.		

9. Did you receive a U.S. IRS form 1099 for performing services last year? Yes  No

*NOTE: Please answer the following ten (10) questions as they relate to the services currently being evaluated by Cornell University.*

10. Will you control your own work in a manner you want to, free from discipline from Cornell, free from Cornell's work rules, and free from Cornell's supervision and control? Yes  No

If no, please explain:

11. Will you set your own schedule and hours? Yes  No

If no, please explain:

12. Will you provide your own office and supplies and pay for your own business expenses? Yes  No

If no, please explain:



13. If assistance is needed to provide services to Cornell, will you hire your own assistants? Yes  No

If no, please explain:

14. Will you require the use of any Cornell facilities, equipment, or materials to provide your services? Yes  No

If yes, please explain:

15. Will you require any training from Cornell to provide these services? Yes  No

If yes, please explain:

16. What percentage of your overall service time will be devoted to Cornell business in the **next 12 months**, e.g. less than 10%; between 10%- 25%; between 50% -75%, etc.?

17. How many hours per week do you expect to devote to Cornell business during the course of the proposed contract, e.g. less than 5 hours, 10 – 15 hours, 20 – 30 hours, etc.?

18. Will you only get paid for the work done, such as a fee/deliverable payment and not paid for time away including sick, vacation, holidays, etc.? Yes  No

If no, please explain:



19. Will you pay local income taxes (or any other taxes required by law) in the country where you will be providing your services to Cornell? Yes  No

If no, please explain:

Note to Foreign Nationals: Payments for services being performed in the U.S. may be subject to U.S. tax withholdings at a rate up to thirty percent (30%).

20. Are you able to meet **all** of the following insurance requirements? Yes  No

- Commercial general liability insurance subject to limits of not less than \$1,000,000 for each occurrence
- Automobile liability insurance subject to a combined single limit of at least \$1,000,000 for each accident for bodily injury and property damage
- Cyber risk insurance in the minimum amount of \$1,000,000 per claim

If no, please explain:

**Independent Contractor Certification and Attestation:**

I hereby certify that I can read English and understand the questions set out above, or if not have voluntarily provided this certification and attestation statement after obtaining a translation of my choice into my native language. I further certify the information provided above is truthful, accurate and complete. I acknowledge that providing false information may result in my not being eligible to contract with Cornell in the future, and may result in penalties. I have complied with all business licensing requirements and I agree to pay any income taxes or other taxes that I may owe from having received payment from Cornell to my national or local tax authorities. I also agree to indemnify (reimburse) Cornell if I am determined not to be an independent contractor under the laws of the country of my citizenship or residence or the country where services are performed. I understand that if I accept employment at Cornell in the future, I must immediately notify Cornell Procurement Services in the Division of Financial Affairs and that failure to report a change in status could have consequences for either my employment or my independent contractor status.

**Signature** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_