

INDEPENDENT CONTRACTOR/EMPLOYEE STATUS FORM

The information provided below will assist Human Resources in determining whether the individual performing the services will be classified for Federal, State and FICA tax purposes as an employee of MCC or as an independent contractor. A copy of the approved form will be returned to you, the hiring manager, so you may take appropriate action.

I have attached the Independent Contractor Questionnaire, a proposed Service Agreement, and any supplemental information which supports the independence of the individual.

I understand that defining the proper status of the individual depends on the manner in which the work is performed and on the nature of the relationship between the individual and MCC personnel responsible for the work being performed. The status of the individual as either an independent contractor or an employee may change if or when the manner in which the work is performed changes or the relationship between the individual and MCC changes. I agree to notify the Human Resource Department if either of these changes occur.

By my signature, I confirm that the information provided in the attached documents is truthful, that I have sufficient knowledge of and responsibility for the work to be performed under this contract, and have the authority to submit this individual for classification as either an employee or independent contractor.

Printed name of individual performing services: _____

Department for whom services are to be performed: _____

Printed name of responsible hiring manager: _____

Signature of responsible hiring manager

Title

Date

Phone Number

To be reviewed and completed by MCC Human Resource Department:

I certify that I have reviewed the attached Independent Contractor Questionnaire Form and supporting documentation and find the individual named to perform the described services to be (in regards to federal employment tax withholding and related reporting purposes):

An Independent Contractor

An Employee

Printed name of HR reviewer

Title

Signature

Date