



# Northeastern University

## Procurement Services

360 Huntington Ave, 810-177, Boston, MA 02115 | p: 617-373-2135 | [procurement@neu.edu](mailto:procurement@neu.edu)

## Employee/Independent Contractor Certification Form

### **Instructions:**

Review the language below, fill out all necessary fields, print, sign & email to [procurement@neu.edu](mailto:procurement@neu.edu)

### **Note:**

A new EICC form is required for new and amended projects performed by individuals.

Projects \$10,000 or over require a signed Professional Service Agreement.

All new vendors require a W9.

Email all documentation to [procurement@neu.edu](mailto:procurement@neu.edu).

For more information regarding independent contractors, visit the Procurement Services website: <http://www.northeastern.edu/purchasing/>

### **Freedom From Control**

The independent contractor:

- Performs functions independently.
- Is free of Northeastern University's "control and direction".
- Performs 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.

\*I have read the three conditions above 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 Name: \_\_\_\_\_

Project/Service Description: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Termination Date: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

\_\_\_\_\_  
Signature – Department/Unit Head

\_\_\_\_\_  
Date