

B. Guidelines for Determining if an Individual is an Independent Contractor

Your responses to the following statements will help you to determine if the individual whose services you require is an independent contractor or an employee. Please note that this list is a sample of potential statements to determine independent contractor status. List any other facts or specific circumstances in the Notes section at the bottom of the page. Indicate your response of either "Yes" or "No" to each statement. The individual:

1.	Must comply with RI T's instructions about the work.	YES	NO
2.	Receives training from or at the direction of RI T.	YES	NO
3.	Provides services that are integrated into RI T operations.	YES	NO
4.	Provides services that must be rendered personally.	YES	NO
5.	Uses assistants that are hired, supervised and paid by RI T.	YES	NO
6.	Has a continuing working relationship with RI T.	YES	NO
7.	Must follow set hours of work.	YES	NO
8.	Works full-time for RI T.	YES	NO
9.	Does their work on RI T's premises.	YES	NO
10.	Must do their work in a sequence set by RI T.	YES	NO
11.	Must submit regular reports to RI T.	YES	NO
12.	Receives payments of regular amounts at set intervals.	YES	NO
13.	Receives payments for business and/or travel expenses.	YES	NO
14.	Relies on RI T to furnish tools and materials.	YES	NO
15.	Lacks a major investment in facilities used to perform the service.	YES	NO
16.	Lacks the potential to incur a profit or loss from their services.	YES	NO
17.	Works for only one employer at a time.	YES	NO
18.	Offers their services to RI T only.	YES	NO
19.	Can be fired by RI T.	YES	NO
20.	May quit work at any time without incurring liability.	YES	NO

Individual's Name: _____ Notes: _____

Name of Individual Completing Form: _____ Date: _____