



Dear Service Provider:

I am sending this information to you as a potential vendor who may provide service to Cornell University. Please complete the service provider questionnaire below, which is required to satisfy IRS requirements for engaging an independent contractor, rather than hiring you as an employee.

- Please return the completed service provider questionnaire by email or fax to:
  - Name: \_\_\_\_\_
  - Email: \_\_\_\_\_@cornell.edu
  - Fax: \_\_\_\_\_
  
- If Cornell engages you as an independent contractor, the following must occur **prior** to the services being performed:
  - You will receive a contract for services, which must be signed and returned.
  - If you are a new vendor for Cornell, you will receive an email invitation to register as a Cornell vendor using our online registration tool; your federal tax identification number will be collected at this time. Please **do not** include your tax identification number on this form.
  - 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>.
    - Commercial general or professional liability – based on type of service
    - Automobile liability – when a vehicle is used as part of the services for reasons other than personal transportation
    - Worker's compensation – when a service provider has employees
    - 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
  - Cornell will issue a purchase order for the services.
  
- Upon completion of services, submit your invoice to:  
Cornell Procurement and Payment Services  
Accounts Payable  
395 Pine Tree Rd, Ste. 330  
Ithaca, NY 14850  
Or DFA-4040\_invoice@cornell.edu

If you have any questions, please contact Cornell Procurement and Payment Services at [procurement@cornell.edu](mailto:procurement@cornell.edu).

Sincerely,

Cornell University



# Service Provider Questionnaire

## Service Provider Information

Name: \_\_\_\_\_

DBA: \_\_\_\_\_

1. Is the business an individual, sole proprietor, or single-member LLC? Yes    No

If **Yes**, please complete the rest of the questionnaire.

If **No**, please stop here and return the form per the instructions provided.

2. Briefly describe the nature of the services you perform.

3. Are you currently or have you been at any time in the last five years an officer, director, trustee, CEO/CFO/COO/CIO, dean, or assistant dean at Cornell University, or a member of their immediate family?  
Yes            No

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

If yes, provide the following:

Position \_\_\_\_\_

Department \_\_\_\_\_

Last date of enrollment or employment \_\_\_\_\_

Description of services that you provided in your Cornell position.

5. Will you require the use of any Cornell facilities, equipment, or materials to provide your services? Yes    No  
If yes, please explain.



### Service Provider Questionnaire, continued

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

7. Please select one:

My business office is outside my home.

My business offices is in my home.

8. Where do you advertise your services? (Check all that apply.)

Word of Mouth

Yellow Pages

Publications

Websites

List publication names and Web addresses, if applicable.

9. Did you receive an IRS Form 1099 for performing services last year? Yes    No

Provide the name and contact phone number for your three major customers, other than Cornell, during the last 12 months.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

10. How much time do you expect to devote to all Cornell business in the **next 12 months**?

Less than 10%      At least 10%, but less than 25%      At least 25%, but less than 50%      50% or more

11. How much time do you expect to devote to all Cornell business during the course of the proposed contract?

Less than 20 hours per week      20-35 hours per week      More than 35 hours per week



## Service Provider Questionnaire, continued

### Service Provider Attestation and Certification (Check one.)

I am a citizen of the U.S. or a permanent resident (green card).

I am a foreign national and understand that payments to me may be subject to tax withholding at a rate up to thirty percent (30%).

I am not a Cornell student, employee, or otherwise affiliated with Cornell University.

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.

If Cornell hires me as an independent contractor, I understand that I am responsible for taxes, insurance coverage, and business expenses and that I am not eligible for any employer-provided benefits.

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

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

**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_

### Submission Instructions:

- **If you answered YES to question #4**, submit the completed form and a detailed explanation of the services provided via email to [tax@cornell.edu](mailto:tax@cornell.edu).
- **If you answered NO to question #4**, submit the completed form via fax or email to the address listed on page 1.

**For Cornell Internal Use Only**

**Name of Unit/Service center staff reviewing form (please print)** \_\_\_\_\_

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

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