



# Bureau of Workers' Compensation

## Independent Contractor/Employee Questionnaire

### Instructions

- Please print or type
- Please answer the following questions concerning the work of the person named below.
- Write reasoning for difference(s) of opinion on any of the 20 factors on the back of the form.
- Attach completed form to Premium Audit or Rating Inspection and send completed Premium or Rating Inspection to Premium Audit Review per your supervisor's instructions.

Name of person for whom determination is to be made?		Policy number of audited employer
Name of person interviewed	Title	
Interviewee printed name	Interviewee signature	

Factor	Employer		BWC	
	Yes	No	Yes	No
1. Is the person required to comply with instructions from the employer regarding the manner or method of performing services?				
2. Is the person required to have particular training by the employer?				
3. Are the person's services integrated into the regular functioning of the employer?				
4. Is the person required to perform the work personally?				
5. Is the person hired, supervised, or paid by the employer?				
6. Does a continuing relationship that contemplates continuing or recurring work exist between the person and the employer even if the work is not full time?				
7. Are the person's hours of work established by the employer?				
8. Is the person required to devote full time to the business of the employer?				
9. Is the person required to perform the work on the premises of the employer?				
10. Is the person required to follow the order of work set by the employer?				
11. Is the person required to make oral or written progress reports to the employer?				
12. Is the person paid on a regular basis such as hourly, weekly, or monthly?				
13. Are the person's expenses paid by the employer?				
14. Are the persons tools and materials furnished by the employer?				
15. Is the person provided with facilities to perform the services?				
16. Does the person NOT realize a profit or loss as a result of the services provided?				
17. Is the person NOT performing services for other employers at the same time?				
18. Does the person NOT make the same services available to the general public?				
19. Does the employer have the right to discharge the person?				
20. Does the person have the right to end the relationship with the employer without incurring liability pursuant to an employment contract or agreement?				
Total number of Yes and No responses.				

Auditor signature	Date
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