



Independent Contractor or Employee Status Multiple Person Request

*Once completed, submit this form along with the "Independent Contractor or Employee Status" to msu.hr@murraystate.edu via email.

This form must be completed by the MSU department requesting the work before the work has started.

Instructions: This form should be completed in conjunction with the Independent Contractor or Employee Request form for a single individual. Please complete the top two lines for each individual.

The information provided below will assist in determining the independent contractor or employee status in accordance with IRS Publication 15-A for individual(s) performing services for Murray State University. These questions are intended as a guide in making this classification. Further evaluation may be necessary based on specific individual circumstances. If the services performed will be completed by a business or entity filing under an EIN, please contact Procurement at msu.procurement@murraystate.edu to follow their procedures.

Name of proposed Employee or Contractor: _____ M#/VIN (if any) _____
Dates work requested: _____ Is this individual a Murray State University student? _____

		HR Use Only:		
<input type="checkbox"/>	Employee Classification		Current employee? (Y/N)	_____
<input type="checkbox"/>	Independent Contractor Classification		Worked in the current calendar year? (Y/N)	_____
HR(initial): _____ Procurement(initial): _____		Comments: _____		

Name of proposed Employee or Contractor: _____ M#/VIN (if any) _____
Dates work requested: _____ Is this individual a Murray State University student? _____

		HR Use Only:		
<input type="checkbox"/>	Employee Classification		Current employee? (Y/N)	_____
<input type="checkbox"/>	Independent Contractor Classification		Worked in the current calendar year? (Y/N)	_____
HR(initial): _____ Procurement(initial): _____		Comments: _____		

Name of proposed Employee or Contractor: _____ M#/VIN (if any) _____
Dates work requested: _____ Is this individual a Murray State University student? _____

		HR Use Only:		
<input type="checkbox"/>	Employee Classification		Current employee? (Y/N)	_____
<input type="checkbox"/>	Independent Contractor Classification		Worked in the current calendar year? (Y/N)	_____
HR(initial): _____ Procurement(initial): _____		Comments: _____		

Name of proposed Employee or Contractor: _____ M#/VIN (if any) _____
Dates work requested: _____ Is this individual a Murray State University student? _____

		HR Use Only:		
<input type="checkbox"/>	Employee Classification		Current employee? (Y/N)	_____
<input type="checkbox"/>	Independent Contractor Classification		Worked in the current calendar year? (Y/N)	_____
HR(initial): _____ Procurement(initial): _____		Comments: _____		

Name of proposed Employee or Contractor: _____ M#/VIN (if any) _____
Dates work requested: _____ Is this individual a Murray State University student? _____

		HR Use Only:		
<input type="checkbox"/>	Employee Classification		Current employee? (Y/N)	_____
<input type="checkbox"/>	Independent Contractor Classification		Worked in the current calendar year? (Y/N)	_____
HR(initial): _____ Procurement(initial): _____		Comments: _____		