



KENT STATE UNIVERSITY

INDEPENDENT CONTRACTOR DETERMINATION FORM

To Kent State University Procurement Department:

In order to comply with federal, state and local laws, Kent State University is required to deduct federal, state and local taxes from employees, but not from independent contractors. Based on the available guidelines*, the person listed below and on the back of this form should be treated as an independent contractor.

This form is being submitted in compliance with Section 3121.891 of the Ohio Revised Code, which requires employers and government entities in the state of Ohio to report to the Ohio Department of Job and Family Services (ODJFS) all employees who reside or work in the state of Ohio. Independent Contractors are considered to be new hires. And therefore must be reported within 20 days of their hire date.

* Guidelines are available on the Procurement Department web site at www.procurement.kent.edu

Name of Independent Contractor _____

Federal ID or Social Security No. _____

Department _____

Departmental Signature _____

Date _____

Completed form should be sent to the Procurement/Payments Department, Room 237, Michael Schwartz Center.

