



Service Provider Questionnaire

Greenville Technical College (GTC) requests this information in order to evaluate the appropriate service provider classification under IRS guidelines (i.e., employee vs. independent contractor). Return your completed questionnaire to the GTC unit seeking to engage your services.

Part 1 Service Provider Information

Service Provider: _____

Doing Business As: _____

1. Describe the exact nature of your trade, occupation, profession or business:

2. Please indicate how your business is organized:

Sole Proprietor Corporation Limited Liability Company Partnership Professional Corporation

3. Do you use your U.S. Social security number as your business federal ID number? Yes No

4. Did you file a business tax return last year for this business? Yes No – *If no, why not?*

5. Do you have the opportunity to make a profit or loss in this business? Yes No

6. Approximately what percentage of your business is GTC work? _____%
a. If you worked for other clients, did your non-GTC clients issue you a 1099? Yes No

7. How often do you anticipate working for GTC? _____ times in a calendar year

8. Do you work for more than one client at a time? Yes No

9. Do you use assistants or hire others to provide your business services? Yes No

If you use assistants, answer questions a and b below:

a. Do you personally pay your assistants? Yes No
b. Are you responsible for supervising the details of your assistants' work? Yes No

10. Have you worked as an employee for Greenville Technical College in the past? Yes No

If yes, please describe the work performed:

11. Where do you advertise your services?

Word of Mouth

Yellow Pages

Publications

Websites

Other

(Check all that apply)

List publication names and their Web addresses, if applicable

[Empty box for listing publication names and web addresses]

12. Will you require the use of any Greenville Technical College facilities, equipment or materials to provide your services?

Yes No

If yes, please explain:

[Empty box for explaining the use of facilities, equipment or materials]

13. My principle place of business is a:

Home Office

GTC Office

Rented Office

Other (explain)

14. Identify the types of cost you incur in your business:

Equipment (explain) _____

Payroll (number of employees) _____

Other (explain) _____

Part 2

Service Provider Attestation and Verification

I am a citizen of the U.S. or a permanent resident (green card). I am not a GTC student or GTC employee. If GTC hires me as an independent contractor a) I am responsible for taxes, insurance coverage and business expenses; and b) I am not eligible for any employer-provider benefits.

Signature: _____ Date: _____

Name: _____ Title: _____

Phone: _____ Email: _____