



Independent Contractor Questionnaire Exception Attestation Form

If one of the below requirements for exemption are met, completion of an Independent Contractor Questionnaire (ICQ) is not required. A written contract (or agreement/confirmation if a guest speaker) is still required and must be completed.

Individual schools and units may have more restrictive policies or internal processes; contact your tub human resources or finance office for more information before using this form.

In addition, this form or other documentation attesting to the below must be completed and attached to the payment request upon submission to your local school or unit's approver. *This form is not required by Central Accounts Payable (AP) but must be kept on file in order to comply with the IC Policy and review process. Departments may choose to upload this document into the AP system as part of the IC Policy Documentation Process.*

Exempt from the Independent Contractor Questionnaire (ICQ) Requirement:

One-time, short-term engagement must meet all of the following criteria:

- A. Meets all three ICQ criteria below (see [IC Policy](#); if not certain, complete the [ICQ Questionnaire](#)).
 - 1. The worker must be free from Harvard's control and direction in connection with the performance of the service, both under a contract for the performance of the service and in fact.
 - AND**
 - 2. The service performed by the worker must be outside the usual course of Harvard's business.
 - AND**
 - 3. The worker must be customarily engaged in an independently established trade, occupation, profession, or business of the same type as the service being performed for Harvard.
 - AND**
- C. Total payments to the IC will not exceed \$3,000, **AND**
- D. Period of work is less than 90 calendar days.

Guest Speaker or Guest Lecturer

An ICQ is not required when hosting a guest speaker or guest lecturer receiving an honorarium or speaking fee for a one-time speaking engagement. (An honorarium is a payment provided as a token of appreciation for participation in an activity or event, rather than payment as a contractual obligation for services rendered.)

Name of Worker/IC (Individual or Entity): _____

Work/IC Email (for supplier set-up): _____

Brief Project Service/Description: _____

Project Start Date: _____ **Project End Date:** _____

Total Amount to be Paid: _____

Attestation:

I have read the exemptions above and certify that the engagement of services by the designated worker satisfy one of the above exemptions necessary to designate the service provider as an independent contractor/consultant.

Signature: _____ School or Dept.: _____

Print Name: _____ Date: _____