



**ACKNOWLEDGEMENT OF INDEPENDENT CONTRACTOR**

I \_\_\_\_\_ acknowledge the following:

- a. I am an independent contractor and **not** an employee of the University.
- b. Consistent with the foregoing, Davenport University shall not deduct withholding taxes, FICA, or any other taxes required to be deducted by an employer as I acknowledge my responsibility to pay same as an independent contractor.
- c. I further acknowledge that I shall not be entitled to any fringe benefits, retirement contributions or any other benefits provided to University employees.

I understand and agree that should I ever apply for or be formally offered and accept employment with Davenport University, I would become eligible to participate in the University's employment benefits program applicable to the role offered at that point in time.

As an independent contractor to Davenport University I will be providing the following services:

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**Please read this acknowledgement form carefully before signing.**

Independent Contractor's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Davenport University Supervisor Acknowledgement:**

I understand that as a supervisor with the University it is my responsibility to correctly classify that the services listed above are that of an Independent contractor and not that of an employee. If I am uncertain about the federal definition I will contact Human Resources for clarification. If it is deemed that the terms and services rendered are that of an employee, I will follow proper University procedure to request an employee.

Supervisor's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_