

**Attachment C
Portland State University
Personal/Professional Services Contract
Corporation/Independent Contractor Certificate
This form is not required for PSCs with Non Resident Aliens.**

Contractor is a Corporation

CORPORATION CERTIFICATION: Person named below is authorized to act on behalf of entity designated below, and hereby certifies under penalty of perjury that entity is a corporation.

Name: _____ **Entity:** _____

OR

Contractor is Independent Contractor

Contractor certifies as follows:

1. I have filed federal and state income tax returns in the name of my business or a business Schedule C as part of the personal income tax return, for the previous year, for labor or services performed as an independent contractor in the previous year.

2. I represent to the public that the labor or services are to be provided by my independently established business as four (4) or more of the following circumstances exist. **Please check four or more of the following:**

The labor or services are primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence, which is set aside as the location of the business.

Commercial advertising or business cards are purchased for the business or I have a trade association membership.

Telephone listing is used for the business that is separate from the personal residence listing.

Labor or services are performed only pursuant to written contracts.

Labor or services are performed for two or more different persons within a period of one year.

I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

Contractor Signature: _____ **Date:** _____

Business Name: _____

Agency Approval: _____

ORS 670.600 Independent contractor standards. As used in various provisions of ORS chapters 316, 656, 657 and 701, an individual or business entity that performs labor or services for remuneration shall be considered to perform the labor or services as an "independent contractor" if the standards of this section are met. State agency certifies the contracted work meets the following standards:

1. The Contractor is free from direction and control over the means and manner of providing the labor or services, subject only to the specifications of the desired results.
2. The Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local ordinances.
3. The Contractor furnishes the tools or equipment necessary for the contracted labor or services.
4. The Contractor has the authority to hire and fire employees to perform the labor or services.
5. Payment to the Contractor is made upon completion of the performance or is made on the basis of a periodic retainer.

Department Head Approval _____ **Date** _____

Print Name: _____