

Personal Services Questionnaire Form B

This questionnaire is to be completed by the individual providing personal services or by incorporated individuals where **15 days or greater of service is involved**. Please complete both pages of this form and forward to your Procurement contact.

Name of Individual Providing Personal Services

		Yes	No
1.	Do you offer your services to the general public?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are you doing business as an individual who is incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you pay self-employment taxes, including FICA? Please provide your Taxpayer's Identification Number (TIN) _____	<input type="checkbox"/>	<input type="checkbox"/>
	If you do not have a TIN, please provide your Social Security Number: _____		
	<u>NOTE:</u> One of the above numbers must be provided in order for us to make payment on this contract.		
4.	Do you maintain an office staff?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are you listed in trade or professional directories and/or do you advertise in newspapers, magazines, trade journals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you made a significant investment in facilities used in the performance of services for others? If "Yes," specify and give the amount of the investment _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the services you provide be rendered personally?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is it possible to suffer a loss as a result of services rendered? If "Yes," how? _____	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will you perform the work on ANL premises?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Will you rely on ANL to furnish tools and materials?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will you be working for others while under contract with ANL? How many hours per week do you expect to work for ANL? _____	<input type="checkbox"/>	<input type="checkbox"/>
12.	Have you previously worked or are you currently working for Argonne National Laboratory? <ul style="list-style-type: none"> ● As an employee ● Under a personal services contract ● Under a consulting contract ● As an employee of another organization 	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are you a U.S. Citizen or Permanent Resident? If not, are you authorized to work in the U.S.? If you are a Non-Citizen – Type of Visa held? _____	<input type="checkbox"/>	<input type="checkbox"/>

In accordance with the Immigration Reform and Control Act of 1986, please provide documents that establish both identity and employment eligibility.

Acceptable documents

- Any **ONE** document from List A
OR
- Any **TWO** documents:
ONE from List B **AND ONE** from List C

List A

List B

List C

Documents that Establish Both Identity and Employment Eligibility

Documents that Establish Identity

Documents that Establish Employment Eligibility

- | | | |
|---|---|--|
| 1. U.S. Passport (unexpired or expired) | 1. Driver's license or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph or info. such as name, date of birth, sex, height, eye color, and address | 1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment) |
| 2. Certificate of U.S. Citizenship (INS Form N-560 or N-561) | 2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or info. such as name, date of birth, sex, height, eye color, and address | 2. Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350) |
| 3. Certificate of Naturalization (INS Form N-550 or N-570) | 3. School ID card with a photograph | 3. Original or certified copy of a birth certificate issued by a state, county, or municipal authority or outlying possession of the U.S. bearing an official seal |
| 4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization | 4. Voter's registration card | 4. Native American tribal document |
| 5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) | 5. U.S. Military card or draft record | 5. U.S. Citizen ID Card (INS Form I-197) |
| 6. Unexpired Temporary Resident Card (INS Form I-688) | 6. Military dependent's ID card | 6. ID Card for use of Resident Citizen in the United States |
| 7. Unexpired Employment Authorization Card (INS Form I-688A) | 7. U.S. Coast Guard Merchant Mariner Card | 7. Unexpired employment authorization document issued by the INS (other than those listed under List A) |
| 8. Unexpired Reentry Permit (INS Form I-327) | 8. Native American tribal document | |
| 9. Unexpired Refugee Travel Document (INS Form I-571) | 9. Driver's license issued by a Canadian government authority | |
| 10. Unexpired Employment Authorization Document issued by INS which contains a photograph (INS Form I-688B) | 10. School record or report card | |
| | 11. Clinic, doctor, or hospital record | |
| | 12. Day-care or nursery school record | |

NOTE: Copies of acceptable documents must be provided in order for us to proceed with any further processing.

Individual's Signature/Date