

**Details to complete:
REQUEST FOR AN EIC DETERMINATION – INDEPENDENT CONTRACTOR**

1. Date of your EIC Memo
2. Principal Investigator and Project Identification & Contact
 - 2a. Full Name of Principal Investigator
 - 2b. Full Name of Project Contact Person who can clarify EIC Memo
 - 2c. Contact Person's Email
 - 2d. Contact Person's Phone Number
3. Individual's Legal First and Last Name.
4. Individual is an expert in what field of study/research. Describe how this expertise will be utilized by your project.
5. Request for Proposal or description how individual was selected.
6. Describe type of services individual will perform for the project.
7. Where will individual perform work? Hawai'i? If not Hawai'i, provide location (State, Country, etc.).
8. Duration
 - 8a. Start Date
 - 8b. End Date
9. Describe method of payment and amount.
10. Hawai'i General Excise Tax Number if work is performed in Hawai'i. Attach a photocopy from Hawai'i Department of Taxation's website:
<https://dotax.ehawaii.gov/tls/app>
11. Name of Agency/Employer
12. If Individual terminated from the UH, State, RCUH or County; provide date of termination.