Independent Contractor Instructions

Brown requires that Independent Contractors register with the State of Rhode Island when they are engaged in consulting work performed for more than 30 days and in excess of $5,000. Independent Contractors may choose to register with the RI Department of Labor for consulting work provided at a lesser dollar amount.

This practice supports the University’s efforts to make an appropriate determination of the proper status of the consultant (independent contractor vs. employee).

Provide completed "RI Notice of Designation as Independent Contractor" form when payment will exceed $5,000 and the length of service will be 30 continuous days or more. http://www.dlt.ri.gov/wc/icmain.htm