

Contract for Services Questionnaire

Please note that the English translation only serves the purpose of providing information on the contents of the corresponding German text. Please complete and sign the German version of this form.

A **Contract for Services** may be entered into only if the subject-matter of the contract is to create a work or provide services (collectively “Services”) and these Services are provided by an **independent contractor**. This must be **distinguished** from **dependent employment**. As a rule, duties regularly performed by TUM staff do not comply with the requirements of self-employed status.

The degree of independence when providing the Services is of crucial importance and the assessment must therefore take into account all facts and circumstances of the individual case. For this purpose, we provide this questionnaire to gather the necessary information.

Please send the completed questionnaire to the Human Resources team together with a draft of the Contract for Services.

- Previous Contractual Relationships with TUM

Have you had a previous employment or other contractual relationship with TUM or the Free State of Bavaria?

no yes

If so, what type of service did you provide:.

In what period of time:

With whom did you hold the contract:

- Details of Current Contract

Description of Services to be provided:

Term of contract:

Remuneration for Services:

Does the client give you instructions on the Services to be provided by you (type and method)?

no yes

Is the location specified where you provide the Services?

no yes

Do you have regular working or attendance hours?

no yes

Does the client provide you with facilities, equipment or work materials (telephone, PC, etc.) to provide your Services?

no yes

Are you integrated into internal TUM processes (e.g. participation in staff meetings, use of TUM email address)?

no yes

Does the income from the current contract represent the majority of your total income (more than 50%)?

no yes

- **Contractor Details**

Do you have an entrepreneurial presence in the marketplace (e.g., your own advertising, business cards, website, letterheads), making independent decisions about capital, equipment and resources, and customer acquisition?

no yes

Do you currently have other clients?

no yes

Do you have employees?

no yes

If so, are these exclusively employees with a minijob (with an earnings limit or as a short-term employment)?

no yes

Are you in a dependent employment relationship with an employer?

no yes

Have you applied for and/or received a start-up subsidy for your activity according to § 93 of the German Social Code Book III or a start-up subsidy from the Employment Agency?

no yes

Are you registered with the Federal Employment Agency as unemployed?

no yes

Date:

Last name, First name (Contractor)

Signature (Contractor)

TUM organizational unit (Chair, Professorship, etc.)

Signature (Head of unit)

PLEASE COMPLETE AND SIGN THE GERMAN VERSION