

ICQ Submission Guide for Departments

Start here before completing the Independent Contractor Questionnaire

Document	ICQ Submission Guide for Departments
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Audience	York University departments and faculty staff completing or collecting an Independent Contractor Questionnaire (ICQ) on behalf of a vendor or service provider
Related documents	Employee/Employer vs. Independent Contractor Guideline (Jan 2013) ; Independent Contractor Questionnaire (fillable PDF)
Submit completed ICQ to	vendorinvoices@yorku.ca

1. READ THIS FIRST

This guide tells you exactly how to fill out and submit the Independent Contractor Questionnaire (ICQ) so Accounts Payable can review it without delay. It does not explain the tax rules behind the ICQ — that explanation already exists in a separate document.

Before you fill out the form, please read the “Employee/Employer vs. Independent Contractor Guideline” document first. It explains why York needs this form, what the CRA rules are, and how a determination gets made. This guide assumes you have read it or will read it alongside this one.

This guide focuses on helping you get the form right the first time, so it can be processed without being sent back for revisions.

2. BEFORE YOU START — DOES THIS PERSON EVEN NEED AN ICQ?

Check these four situations first. If any of them apply, you may not need to complete an ICQ at all — or it may need to go somewhere other than Accounts Payable. Checking this first can save you the entire process.

The person or company is incorporated

- Billing York under their company name (i.e. Inc., Ltd.)? → No ICQ needed. Accounts Payable can process the invoice directly.

- Billing York under their own personal name, even though the business is incorporated? → An ICQ is still required.

The person is a non-resident of Canada (for income tax purposes)

- This form does not apply. Stop here and contact your Finance contact or Manager, General Accounting before proceeding — different forms and tax withholding rules apply (Non-Resident Payment Form, or Wire Draft to Foreign Countries, depending on the country).

The person is a current York employee or student

- Currently employed or enrolled at York? → This must go through Payroll. No exceptions, even if the work is unrelated to their regular role.
- Left York as an employee or student within the last 6 months (counted from the date the contract work starts)? → This must also go through Payroll.
- Left York more than 6 months ago? → You can proceed with the ICQ but ensure to note the prior affiliation on the form.

The business is a partnership

- This form may not apply. Contact Manager, General Accounting before proceeding.

3. CHECK THE DOLLAR VALUE FIRST

The contract value determines who needs to be involved before any ICQ review happens. Check this before you do anything else — it can save you a full review cycle.

Contract Value	What You Need to Do
\$0 – \$5,000	Complete the ICQ and submit to Accounts Payable as normal.
\$5,001 – \$10,000	Complete the ICQ and submit to Accounts Payable as normal. This level requires additional sign-off internally — no extra action needed from you.
\$10,001 – \$25,000	A Statement of Work (SOW) is required in addition to the ICQ. Please prepare this upfront and submit it together with the ICQ — this avoids a delay later.
Over \$25,000	Do not submit an ICQ yet. Contact Procurement first — this value requires a Procurement process before any ICQ review can happen.

4. FILLING OUT THE FORM CORRECTLY

These instructions matter more than they might seem to. The ICQ is processed using automated tools that read your answers directly off the page. A form that looks perfectly clear to a person can still fail automated review if it is marked in a way the system cannot interpret. Following the rules below the first time means your ICQ moves through review without being sent back.

Type your answers directly into the form

- Open the ICQ as a fillable PDF (using Adobe Reader or PDF-XChange Editor) and type your answers directly into the fields.
- Do not print the form blank and fill it out by hand unless you have no other option. A typed form is faster for you and far more reliable for us.

Mark one clear answer per question — never both

- Several questions ask you to choose between two columns (for example, “York Mgmt.” vs. “Worker”). Choose only one column per question.
- If you genuinely are not sure which column is correct, do not check both as a placeholder. Leave it blank and add a short note in the margin or in your covering email explaining the situation. A blank answer with an explanation is something we can work with — two answers on the same line cancels each other out and the question gets dropped entirely from the review.

Keep checkmarks fully inside the box

- Place your checkmark or X fully inside the printed box, not beside it, above it, or overlapping its edge.
- A mark placed next to a box instead of inside it cannot be read as an answer by our review system, even though it is completely clear to a person looking at the page.

Never leave a required field empty — write in zero, none, or N/A

- If the true answer to a question is zero, none, or not applicable, write that in. Do not leave the field blank.
- A blank field looks identical to “this was missed” to our review system. An entry of “N/A” or “0” tells us the question was actually considered and answered.

Answer every section — do not skip pages

- **Every section of the form is required to be completed**, including the Control Test, Ownership Test, Risk of Loss Test, and Integration Test sections. An incomplete form cannot be reviewed and will be sent back to you, which delays payment to your vendor.

5. SIGNATURES

Signature problems are one of the most common reasons an ICQ gets sent back. Please check each of these before submitting.

- The York University Manager who signs must be the same person named as Supervisor on Page 1 of the form or must hold signing authority on the cost centre being charged. If a different person needs to sign, please confirm with Accounts Payable first.
- Both Conflict of Interest declarations must be signed — one by the Department/Faculty representative, and one by the Independent Contractor.
- The Independent Contractor must sign their own Authorization section, confirming the information on the form is accurate.
- All signatures must be dated.

6. IF YOU MUST SCAN INSTEAD OF SUBMITTING DIGITALLY

Submitting the fillable PDF directly, without printing it, is always the best option — it removes every risk described in this section completely. If a wet-ink signature on paper makes scanning unavoidable, please follow these requirements exactly.

Please follow these requirements carefully. Scans that do not meet these standards are often returned for correction, which takes more time than ensuring they are done correctly the first time.

- Use a proper scanner or a multi-function printer/scanner — not a phone camera photo. Phone photos introduce angle distortion and uneven lighting that a flatbed scanner does not.
- Scan at a minimum of 300 DPI (dots per inch). This is a standard setting on virtually all office scanners — look for “resolution” or “quality” in the scan settings.
- Make sure the page lies flat and square in the scanner. A page that is tilted, folded, or curled will scan at an angle, which can shift checkbox positions enough to make them unreadable.
- Do not let a scanning app “auto-enhance”, auto-crop, or auto-rotate the page. These features are designed for photos of receipts, not multi-page forms, and they frequently cut off content or distort page dimensions.
- Scan in black and white or grayscale, not color, unless the form contains color content that needs to be preserved. This keeps file sizes reasonable and improves contrast for automated reading.
- Do not scan the same page multiple times and re-save repeatedly (for example, scan → print → scan again). Each generation degrades image quality and can shift the page size slightly. Scan once, from the original, and use that file.

7. SUBMITTING YOUR PACKAGE

Please send the completed ICQ and all supporting documents as separate, clearly named PDF files — not combined into one large file, and not as a folder of unsorted scanned files.

One file per document type

- The signed ICQ form
- The vendor's invoice (if available at this stage)
- The contract or agreement (if one exists)
- Any related approval emails or correspondence

Name each file so we know what it is at a glance

Use the vendor's name and document type in the file name. For example:

- Smith_Consulting_ICQ_Form.pdf
- Smith_Consulting_Invoice.pdf
- Smith_Consulting_Contract.pdf

Where to send it

Email the completed package to:

8. QUICK EXAMPLES

These are real situations we have seen, shown in a way that protects the individuals/parties involved. They show exactly what causes a delay, and what avoids it.

EXAMPLE 1 — Both columns checked on the same question

What we received:

A Control Test question had both the “York Mgmt.” and “Worker” boxes checked, because the department was not sure which one applied.

What we needed instead:

Check only one box. If you are genuinely unsure, leave it blank and add a one-line note explaining the situation (for example, “Both parties have input into the schedule — please advise”). This way the question stays usable instead of being dropped from the review entirely.

EXAMPLE 2 — Mark placed beside the box instead of inside it

What we received:

The form was filled out by hand, and several answers were marked with an X written just to the side of the checkbox rather than inside it.

What we needed instead:

Place the mark fully inside the printed box. If filling out by hand, take a moment to check that each mark actually lands inside the box outline before moving to the next question.

EXAMPLE 3 — Signature does not match the named supervisor

What we received:

Page 1 listed one person as the supervisor, but a different manager signed the Authorization section on Page 4.

What we needed instead:

Confirm the same person is named as supervisor on Page 1 and signs Page 4, or that the person signing holds confirmed signing authority on the cost centre. If unsure who that is, check with Accounts Payable before submitting.

EXAMPLE 4 — Multiple unrelated documents combined into one file or folder

What we received:

A folder contained dozens of PDFs named things like “Scan0042.pdf” and “Scan0043.pdf”, mixing ICQ forms, invoices, and emails for several different vendors with no way to tell them apart.

What we needed instead:

Submit one file per document type, per vendor, with a clear file name (see Section 7). This alone is one of the biggest time-savers for both of us.

9. QUESTIONS?

If anything in this guide is unclear, or your situation does not seem to fit the scenarios described above, please reach out before submitting. A two-minute question up front is always faster than a form going back and forth.

Email: vendorinvoices@yorku.ca