

INDEPENDENT CONTRACTOR / EMPLOYEE CHECKLIST

1. Does the contractor have a federal employer identification number (FEIN), or has he or she applied and is waiting for one? A federal employer ID number is not the same as a Social Security Number and would be in the following form: 12-3456789.

NO YES # -

2. Is the contractor incorporated and does he or she have his or her own office facilities?

NO, not incorporated YES, is incorporated
 NO, no offices YES, has office(s)

Address

3. Is the contract with the contractor to be for a limited term, for a specific project?

NO YES

4. Will the contractor determine how and by what methods the project will be completed?

NO YES

5. Will the contractor be without supervision?

NO YES

6. Does the contractor advertise for business, and does it have other clients?

NO YES

7. Will the contractor be paid on a "per job" basis, and not an hourly basis?

NO YES

8. Will the contractor be responsible for his or her own expenses (i.e. travel) related to the job?

NO YES

9. Will the contractor be able to work for the most part outside of your facilities?

NO YES

10. Will the contractor furnish all of his or her own materials and equipment?

NO YES

11. The contractor will not be required to attend any training.

TRUE FALSE

12. The contractor will not be required to provide regular oral or written reports to you.

TRUE FALSE

A NO or FALSE answer to any of these questions could indicate an employee/employer relationship rather than an independent contractor.