

Independent Contractor Hiring Checklist

Contractor Name:

Address: _____ City, _____ State _____ Zip _____

Remittance Address if different from above

Phone #:

Invoice Terms:

Type of Service Provided:

CPC Supervisor overseeing project:

Has the budget been approved to hire this contractor?

What is the budget line item?

Required Documents:

Attached:

- | | |
|---|-------|
| 1. W-9 <i>Please note: No payment will be processed without a W-9 on file</i> | _____ |
| 2. Signed Contract by Vendor Representative, Ministry Pastor and Executive Director | _____ |
| 3. General Liability Insurance & Workers Comp - \$1M limit | _____ |
| 4. LiveScan Fingerprint Background Required for Facilities Use (if applicable) | _____ |

Requirements have been met for the following:

- | | |
|--|-------|
| 1. Contractor must have a Business License | _____ |
| 2. Contractor must have other customers. | _____ |
| 3. Contractor will set their own schedule. | _____ |
| 4. Contractor is free to work according to his or her own methods and means. | _____ |
| 5. The Contractor will have tools, equipment and supplies to perform the work. | _____ |
| 6. All expenses necessary to perform the work will be paid by Contractor. Expenses cannot be added to invoice for reimbursement. | _____ |

Hired by: _____
Department

Project/Contract Period: _____
Begin Date and End

Completed Packet must be returned in its entirety to Tina Mullen. Any missing documentation or review will result in the delay of hiring your Independent Contractor.

For Accounting Use Only: Send DE 542 Report of Independent Contractor [] Sent (Attach copy of DE542)

As of January 1, 2001, you must report information to the EDD within 20 days of either making payments totaling \$600 or more or entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever is earlier. Report each independent contractor once each year.