

Independent Contractor Checklist

Create a file folder for each independent contractor
and use the following checklist:

Contractor Name _____

Date _____

___ Contact Information (e-mail address included)

___ Signed Agreement, including:

* Statement that contractor is responsible for all of
their taxes, including social security, medicare,
and all state and local taxes

* The scope of work

* Confidentiality

* Payment terms and method

* Who owns the work, contractor or company

___ W- 9 form completed correctly

___ Background check authorization (if needed)

___ Non-compete agreement (if needed)

___ Non-solicitation agreement, if needed (prevents
person from soliciting your customers or employees)

___ Non-disclosure agreement