



## Independent Contractor vs. Employee Questionnaire

Name: \_\_\_\_\_

1. In the performance of the contract work, will the person(s)/business be free from direction and control of the district? Yes  No
2. Is/Are the person(s)/business independently established in his/her business? Yes  No
3. Will the person(s)/business be filing a schedule of income and/or expenses with the Internal Revenue Service? Yes  No
4. Is/Are the person(s)/business maintaining a separate set of records for his/her business in connection with the services listed on the attached contract? Yes  No

Under perjury of law, I attest that the above statements are true and correct to the best of my knowledge.

Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you answered "Yes" to **all** of the questions above, complete the **accounts payable packet** on the district website: [www.wwps.org](http://www.wwps.org) - select Departments, Business Office, Accounts Payable & Purchasing, Personal service contracts. Completed forms must be submitted to the business office and approved prior to any work being performed.

If you answered "No" to **any** of the questions above, you do not qualify as an independent contractor. Therefore, you will be deemed an employee by IRS rules. Payment for all services will be processed through our payroll. You must complete the **payroll packet** on the district website: [www.wwps.org](http://www.wwps.org) - select Departments, Business Office, Accounts Payable & Purchasing, Personal service contracts. Completed forms must be submitted to the business office and approved prior to any work being performed.