

# INDEPENDENT CONTRACTORS

What is an independent contractor?

Independent Contractors are companies or people hired do specific tasks or services in their area of expertise. They provide labor, services, and sometimes equipment.

Examples:

- Caterer – provides, transports, and prepares food for clients, particularly for special events such as conferences, weddings, celebrations, or large gatherings.
- Speaker – Public, In-Person or Virtual
- Contractor – Electrician, Painter, Plumber, Carpenter
- Miscellaneous - DJ, Entertainer, Photographer or Videographer

General liability insurance should be the first insurance policy any small business owner purchases. It protects you from lawsuits over:

- Third-party property damage
- Third-party bodily injuries
- Advertising injuries, such as slander and libel

Why do public speakers need insurance?

- An allegation that someone was harmed by your speech could have major reputational and financial consequences.

## ROE's Independent Hiring Requirements

1. Signed Independent Contractor Agreement
2. W9
3. Certificate of Liability Insurance (only good for 1 year)
  - a. Insurance policy/policies to cover its liability in the minimum amount of \$1,000,000 per occurrence (or another appropriate
  - b. Certificate names the Regional Office of Education 33 as the Certificate Holder
  - c. Certificate states Workers Compensation Insurance and Employers Liability filing status - (Y/N) must be checked.
    - i. If no employees other than the owner, workers compensation can be waived by checking N.

## Independent Contractor Hiring Information

Please collect the following information about who you would like to hire. Once completed, please return to Bookkeeping. Michelle Jones will reach out to them and get the required information. Once all required documents are received, they will be cleared for hiring.

Business Name:	
Contractor Name:	
Phone Number:	
Email Address:	
Event:	
Event Date:	
Service Provided:	
ROE Contact:	

If you have any questions, please feel free to reach out to Michelle Jones in Bookkeeping.