

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 - Complete next page and give to Michelle Jones. Michelle will collect the following items from the Independent Contractor:

1. Signed Independent Contractor Agreement - if no Service Agreement/Contract signed.
2. W9
3. Certificate of Liability Insurance (only good for duration of insurance policy term)
 - 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.

*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 Michelle Jones in Bookkeeping. Michelle Jones will contact the Independent Contractor and get the required information. Once all required documents are received Michelle will let you know that they are cleared for hiring.

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

- Virtual Presentation/Event/Training

- Service Agreement/Independent Contractor's Contract
(give copy to Michelle Jones)

If you have any questions, please feel free to reach out to Michelle Jones in Bookkeeping. Direct Phone # (309) 715-7334 or mjones@roe33.net