

The following are merely recommended guidelines. A legal counsel review of all independent contractor processes is recommended.

Human resources will obtain:

___ Contractor signature on the independent contractor agreement and scope of work as well as any task-related appendices.

___ All business-related information on the independent contractor's business, i.e., business name, type of business, address, phone/e-mail/fax information, and business license, if appropriate.

___ Have the organizations confidentiality or proprietary information agreement signed by the contractor.

___ Have the independent contractor provide their workers compensation certificate of coverage.

___ Have the independent contractor provide their IRS-assigned Employer Identification Number (EIN) or have this number identified in the independent contractor agreement.

Human resources will provide the independent contractor with:

___ Copies of all policies and procedures the organization expects the independent contractor to adhere to during the assignment. Have the contractor acknowledge receipt and understanding of policies, where necessary

___ Copy of invoicing requirements procedures and payment dates.