

SAMPLE INTERNAL PROCESSING FORM

REQUEST TO ESTABLISH INDIVIDUAL PROVIDER AS INDEPENDENT CONTRACTOR

BY DEFAULT, THE ASSUMPTION IS THAT AN INDIVIDUAL WILL BE AN EMPLOYEE UNLESS THE FOLLOWING CAN BE USED TO ESTABLISH THAT THEY ARE AN INDEPENDENT CONTRACTOR

Upon completion, immediately print this form for supervisor/administrator signatures, scan and send via email to INSERT.

1. School:		
2. Name of Provider:		
3. Proof of Independent Contractor Status	The individual who seeks to be treated as an Independent Contractor must provide the following to be classified as an independent contractor paid through Accounts Payable. All others will need to be paid through payroll in which case a New Hire Form must be submitted and a new hire letter sent to the employee ☐ Proof of incorporation, proof of registration or other official documentation showing the establishment of your business such as a certificate of incorporation, or other supporting documentation from the Secretary of State ☐ W-9 ☐ Proof of Liability Insurance ☐ Proof of Worker's Compensation Insurance or Exemption ☐ Signed Services Agreement ☐ Completed Vendor Set Up Form ☐ Statement from the Independent Contractor that he or she is in business for him or herself, offers those services to the general public (i.e. does not work exclusively for the school district), number of clients he/she currently provides similar services.	
5. How to Pay:	Will Submit: ☐ Invoice at end of contract ☐ Invoice on every _____ ☐ Other Per Attached Agreement	
6. Description of Work to be Completed		
7. Budget/Account Code:		
8. Start Date/End Date:	Start date:	End date:
9. Number of Hours or Not to Exceed Amount:		

In making this request I understand that the individual will not be treated as employee, and I will not:

- Require the individual to be in regular attendance at staff meetings
- Provide a regularly assigned workspace within school building to the individual
- Dictate the method or means of performing the work under the services contract
- Provide a school district email or school district phone number to the individual
- Dictate work time or schedule for the individual
- Provide work equipment (such as cell phone or computer/tablet device) to the individual
- Use the individual for work regularly performed by existing staff including those positions covered by a bargaining unit
- Assign additional work to the individual beyond the scope of the attached service agreement.
- Provide training to or have the individual participate in school provided professional development activities.

Requested by: _____
(INSERT ADMINISTRATOR TITLE(S) WITH REQUESTING AUTHORITY)

CLASSIFICATION REVIEW & DETERMINATION

A review of the business relationship between the individual and school district has been completed and final determination is as follows (supporting documentation is attached):

- Under the Vermont ABC test analysis for independent contractor status for unemployment and wage and hour rules the individual is an:

☐ Individual Contractor

☐ Employee

- Under the Vermont Right to Control and Nature of Work test analysis for independent contractor status for workers compensation coverage, the individual is an:

☐ Individual Contractor

☐ Employee

- Under the IRS Right to Control for independent contractor status for tax liability, the individual is an:

☐ Individual Contractor

☐ Employee

- Under the US Department of Labor Economic Realities test for independent contractor status for FLSA protections, the individual is an:

☐ Individual Contractor

☐ Employee

As a result of this analysis, we have classified the individual as an:

☐ Individual Contractor

☐ Employee

Approved by: _____
(INSERT ADMINISTRATOR TITLE(S) WITH APPROVAL AUTHORITY)