

Redmond School District Procedures for Hiring Independent Contractors

The following steps **MUST** be taken before the contractor does any work for your site or school.

- Step One Fill out the *Request for Contracted Services Agreement*. This form must be signed by the Principal or Director and the contractor.
- Step Two Have the **contractor** fill out the checklist titled *Employee or Independent Contractor?* form.
- Step Three If the contractor (or the contractor's employees) will have direct, unsupervised contact with students **OR** if the contractor will accompany students off district premises, evidence needs to be provided to the HR Department for review and approval. Proof of this needs to be sent along with the forms from Steps One and Two.
- Step Four Send both forms (*Request for Contracted Services Agreement* and *Checklist*), as well as HR approval if necessary, to Wanda Tigard, Accounting Supervisor, in Fiscal Services for approval. She will then determine whether the person qualifies as an independent contractor.
- Step Five You will be notified whether the contractor is qualified or not. Wanda will email you approved copies of the forms submitted. If the person does not qualify as an independent contractor under IRS guidelines, they will need to go through Human Resources and be hired as an employee.
- Step Six If the contractor qualifies as an independent contractor, you will need to execute the *Independent Contractor Services Agreement*. This contract will specify the details of the work to be provided, the cost, etc. It must be signed by both the contractor and the Principal/Administrator.
- Step Seven The contractor must also complete a *Form W-9 - Request for Taxpayer Identification Number and Certification*.
- Step Eight Submit the *completed Independent Contractor Services Agreement* and *Form W-9* to Wanda Tigard. You may wish to keep a copy for your records.
- Step Nine Contractor may begin work, and submit invoice directly to Marc in Accounts Payable when work is completed.