

Vsy Accountancy Corporation

Member, American Institute of CPAs

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CHECKLIST FOR INDEPENDENT CONTRACTOR FILES & CONTRACTS

APPLICATIONS:

- O1. Vendor or supplier application (not application for employment)
- O2. Business & company-oriented data (not personal data)
(Ok to include basic questions re principal, shareholder, partner).

ADVERTISEMENTS:

- O1. No – opportunity for employment
- O2. Yes – own your business, be your own boss!

WORKERS SHOULD BE FREE TO:

- O1. Reject or select offer
- O2. Negotiate and renegotiate fee
- O3. Inform agency of personal restrictions-hours, location, type of work
- O4. Sign with other agencies.

WORKERS SHOULD NOT:

- O1. Receive any training
- O2. Receive direction, control, supervision on manner & means of performing
- O3. Be obligated to pay agency if client does not pay.

AGENCY SHOULD:

- O1. Open a **trust** account, deposit all collections to & pay worker and agency referral fee from this account
- O2. Preferably pay employees & caregivers on different pay periods.

AGENCY SHOULD NOT:

- O1. Train the worker
- O2. Direct, control, or supervise worker
- O3. Provide tools, supplies, or equipment
- O4. Be obligated to pay worker if client does not pay
- O5. Be able to terminate relationship (only caregiver & patient can)
- O6. Pay caregiver from operating agreement
- O7. Pay general and admin expenses from trust account
- O8. Pay workers at fixed intervals.

IDEAL FILES INSIDE I/C FOLDERS:

- O1. I/C agreements between caregiver, agency, & client
- O2. W-9 (not W-4)
- O3. Professional license (if required)
- O4. County fictitious business name (dba), city license, business card
- O5. Invoices (not timesheets) for services rendered
- O6. Bond, liability insurance, workers comp.