



## Procedure for an Independent Contractor (IC)

### Scope of Work

Define and describe the scope of work including:

- Specific deliverables
- Specifications
- Time frame
- Cost
- Invoicing (payment process)

### Request for Proposal

With your scope of work seek interested independent contractors or vendors

### Vet the Contractor

You must utilize the "Status Determination Worksheet" to determine if your interested worker is in fact a "bona fide" independent contractor. Any "NO" answers will disqualify the worker as an IC, and they must be hired as an employee. Any misleading or false information provided may result in the immediate termination of any agreement dependent on this status worksheet. Please engage Human Resources if there are questions or clarification is needed.

### Complete the IC Agreement

Prepare for signing the appropriate standard IC agreement (general or NW Catholic)

- Contractor's Name
- Tax ID
- WA State Unified Business Identifier (UBI) number (if IC is utilizing a Social Security number instead of a Tax ID)
- Scope of work/Deliverables
- Start Date
- Completion Date
- Payment/Amount/Invoicing
- Section 6 of the agreement should all be checked unless an exception is granted by HR.
- Section 12 of the agreement should be checked, and current minimum coverage be included (refer to Risk Management for current minimum coverage requirements).
- Signature of IC
- IC address
- IC email address
- IC date signed.
- Signature of authorized Manager
- Manager's date signed.
- Location or department

### Compete the Agreement

Once the agreement is completely filled out, review with the IC and have all parties sign the agreement. Note DocuSign may be used but it is best used after all parties are satisfied with the document.

### Submit to Accounts Payable

- The W-9 Form must be completed by the IC as part of the contracting process and provided to Accounts Payable along with a copy of the fully executed contract.

### Payment & Invoicing

Payment for services will be arranged and made according to processes of the Accounts Payable Department.