

NEW INDEPENDENT CONTRACTOR CHECKLIST

CHECKLIST

Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

When the form is returned, review the information.

- If a social security number is used (as opposed to an employer identification number), then submit their information to the State of Colorado Directory of New Hires within 20 days of hire date (<https://newhire.state.co.us/>).
- If their federal tax classification is marked “C Corporation”, “S Corporation”, or “Limited liability company” that also states it is a C Corporation or a S Corporation, then you likely will not need to send out a 1099 form at the end of the year. If it is marked “Individual/sole proprietor or single member LLC” or “Partnership”, or if the “Limited liability company” is followed by a “Partnership” in the filled in blank, then you more than likely will need to send out a 1099. Learn more about instructions for sending out 1099s here <https://www.irs.gov/instructions/i1099mec>

Certificate of Insurance: Liability

Subcontractor to request this from their insurance company. Their insurance company will ask who the certificate is for:

Your Company Name
Your Mailing Address
Crested Butte, CO 81224
abc@company.com

Certificate of Insurance: Workers' Compensation

Same as the above, it is requested from their insurance company.

-OR-

If Subcontractor does not carry workers' compensation coverage, subcontractor to sign a waiver form provided by your company's insurance company. For example, Pinnacol Assurance provides a Declaration of Independent Contractor Status Form (<https://www.pinnacol.com/knowledge-center/declaration-of-independent-contractor-status>)

Resource Links

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

<https://newhire.state.co.us/>

<https://www.irs.gov/instructions/i1099mec>

<https://www.pinnacol.com/knowledge-center/declaration-of-independent-contractor-status>

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