

GUIDELINES FOR INDEPENDENT CONTRACTOR

Independent Contractor service means professional or technical expertise is provided by an individual to accomplish a specific study, project, task, or other work objective. To meet the classification of "Independent Contractor", this individual must achieve the outcome desired without being subject to the control of the Wenatchee School District ("District") except for the result of the work. The District monitors progress under the contract and authorizes payment for tasks or projects when complete.

EIN-Employee Identification Number

This number is for Federal tax purposes.

It is optional for sole proprietorships without employees.

UBI-Unified Business Identification number

This number is for State tax purposes.

Per RCW 82.32.030 subsection 2, businesses are **not** required to have a UBI number if they meet **ALL** of the following conditions:

1. Gross annual income in the State of Washington as an independent Contractor is less than \$12,000 before expenses.
2. The Contractor does not sell any items at retail.
3. The Contractor does not repair, install, alter, decorate, clean, construct or improve any real or personal property.
4. The Contractor does not perform services that require sales tax.
5. The Contractor does not collect or pay other taxes to Dept. of Revenue.
6. The Contractor does not obtain renewable licenses with Master License Service.
7. A trade name or DBA will not be used.
8. There are no plans to hire employees within 90 days.

If you are not a business invoicing the Wenatchee School District for your service and you are not an employee of the District, you need to complete an **Independent Contractor Agreement** (Form AP-12-07) prior to performing work for the District. The form requires a description of services performed (item #2). All costs should be included in the compensation area (item #3). Please indicate if the District is to pay for hotel, meals, rental car, mileage, etc., or if it is included in the contract fee. **Reservations are the responsibility of the employee arranging the service.** When the completed form is received by the District Office Accounts Payable Department, a purchase order will be issued. At the time the purchase order is signed and received by the Contractor, the Contractor is authorized to begin work. In order for the Contractor to receive payment, the Contractor must invoice the District or return a completed **Work Verification Form** (Form AP-11-07).

Payment will be made through the regular A/P warrant cycle.

If the Contractor does **not** have a UBI number and meets the eight conditions listed above, follow the same steps outlined for completing an **Independent Contractor Agreement**. If the Contractor does **not** have a UBI number and does **not** meet the eight conditions listed above, the Contractor has two choices:

1. Obtain a UBI number from the Department of Revenue. The web address is www.dor.wa.gov and the cost is approximately \$15.00.
2. Choose to be paid through payroll. To be set up in the payroll system, they will need to complete a W-4 form and I-9 form. Payroll is processed once a month, and the cut-off date is the tenth of each month. To receive payment, they will need to return a completed **Work Verification Form** (Form AP-11-07).

If federal funds are the basis for this contract, the Contractor must certify that he/she is not presently debarred. For more information, please visit the website at www.epls.gov.

When you arrange to contract with an individual, please allow adequate time for paperwork processing in case they need to obtain a UBI number, fill out forms with payroll or be fingerprinted if there will be unsupervised contact with students. Thank you!