

## 20-Factors to Determine Independent Contractor Status

Name of Worker: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Dates of Hire: \_\_\_\_\_

Factor	Yes	No	Comments
<b>Instruction.</b> Do you provide instructions to the worker about when, where, and how he or she is to perform the work?			
<b>Training.</b> Do you provide training to the worker?			
<b>Integration.</b> Does the success of your business depend on the performance of this specific worker?			
<b>Personal Services.</b> Must the services be rendered personally by the worker or may he control the means and results of the work?			
<b>Supervision.</b> Do you hire, supervise, and pay assistants to the worker?			
<b>Relationship.</b> Is there a continuing relationship between you and the worker?			
<b>Hours.</b> Do you set the work hours and schedule?			
<b>Full-time Schedule.</b> Does the worker devote substantially full time to your business?			
<b>Employer's Premises.</b> Is the work performed on your premises?			
<b>Set Order.</b> Is the worker required to perform the services in an order or sequence set by you?			
<b>Reports.</b> Is the worker required to submit oral or written reports to you?			
<b>Method of Payment.</b> Is the worker paid by the hour, week, or month?			
<b>Expense Reimbursement.</b> Do you pay the business or traveling expenses of the worker?			
<b>Trade Tools.</b> Does the worker furnish significant tools, materials, and equipment?			
<b>Significant Investment.</b> Does the worker have a significant investment in facilities?			
<b>Profits &amp; Losses.</b> Can the worker realize a profit or loss as a result of his or her services?			
<b>Multiple Employers.</b> Does the worker provide services for more than one firm at a time?			
<b>Public Services.</b> Does the worker make his or her services available to the general public on a regular and consistent basis?			
<b>Discharge.</b> Do you have the right to discharge the worker at will?			
<b>Termination.</b> Can the worker terminate his or her relationship with you any time he or she wishes without incurring liability to you?			

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