



CONTRACTOR VS. EMPLOYEE QUESTIONNAIRE

Contractor/Employee Name: _____

Business Name (if different): _____

Form Prepared By: _____ School/Department: _____ Date: _____

Instructions : District staff person should work with the prospective contractor/employee to answer the questions below.

1) Does the individual provide professional advice, assistance or services based upon specialized skill or technical ability that is not currently performed by existing district employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Will the individual be determining the methods by which the work is performed based on their expertise, without requiring specific training and/or instructions from the District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Will the individual be setting their own work schedule? (As opposed to the District setting the number of hours and/or days of the week that the individual is required to work)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Does the individual provide the same or similar services to the general public under a registered or licensed business name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Does the individual maintain their own set of books dedicated to the expenses and earnings of their business and file a tax return with the Internal Revenue Service for the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If ALL answers to the above questions are "YES", the individual is most likely a contractor. A Contractor Packet should be completed.

*If ANY of the questions above were answered "NO", the individual is most likely an Hourly Employee. Payment for all services will be processed through Payroll. An Hourly Employee Packet should be completed.

If the answers to the above questions are not definitive, please contact Accounting (x8683) or Purchasing (x8622) for assistance in determining contractor vs. employee status.

All forms can be found on the District's website: <http://www.puyallup.k12.wa.us>. Select Our District, Support Services, Business Services and then Contractual Service Agreements

CONTRACTOR PACKET - The following documents are required to process your payment:

- 1) This completed questionnaire
- 2) Contractual Services Agreement
- 3) Form W-9, request for Taxpayer Identification Number (only needed if first time contracting with District).
- 4) Fingerprinting . See Fingerprinting Procedures and refer to Contractual Services Agreement Terms & Conditions #6.
- 5) After services are completed, send an invoice to Puyallup School District, ATTN: Accounts Payable, PO Box 370, Puyallup, WA 98371 or email to AP_Dept@puyallup.k12.wa.us

HOURLY EMPLOYEE PACKET - The following documents are required to process your payment:

- 1) This completed questionnaire
- 2) Casual Employee Contract
- 3) W-4 Form (only needed if first time with District as an employee)
- 4) Form I-9 (original documents to be verified and copied by an authorized agent of Puyallup School District; only needed if first time with the District as an employee)
- 5) Disclosure Release (only needed if first time with District as an employee)
- 6) Fingerprinting: Call 253-841-8605 for appointment. All employees are required to be fingerprinted. RCW 28A.400.303
- 7) Background Fingerprint Payment Agreement, \$54.25
- 8) Fingerprint Half Sheet
- 9) Direct Deposit Authorization Form
- 10) District Policies Acknowledgement
- 11) Address Card
- 12) PSD Ethnicity Race Form
- 13) After work is complete, fill out an Employee Timesheet (one timesheet per month) and submit to the person with whom you are working at the District for approval.