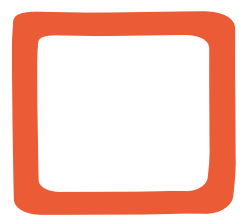


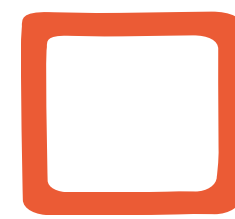
# Employees vs. Independent Contractors Checklist

## Employees

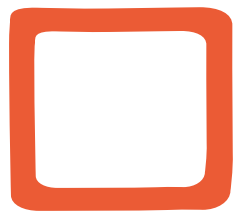
## Contractors



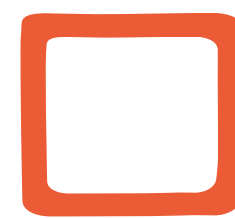
Covered by a number of federal and state employment and labor laws



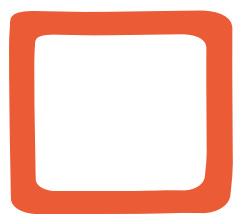
Not covered by employment and labor laws (FMLA, ADA, OSHA, etc.)



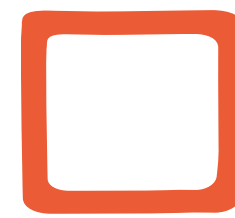
Provides name, Social Security number, address, tax filing status, and number of exemptions on a W-4



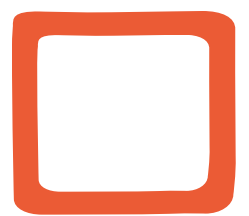
Provides name, address, Taxpayer Identification Number, and certification about back up withholding on a W-9



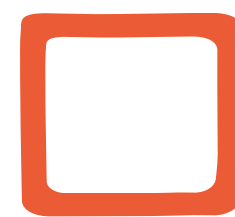
Does not have the opportunity for profit or loss



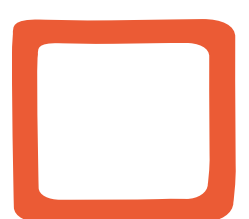
Able to make a profit beyond their contracted rate and also able to lose out on money if they mismanage their time or resources.



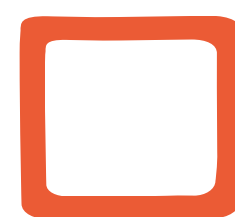
Employer provides the necessary tools and resources needed to perform tasks



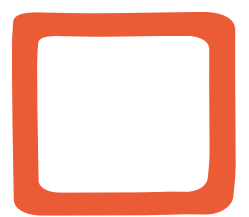
Purchases their own tools and resources



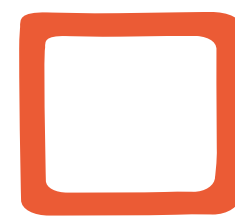
Work relationship is indefinite in duration



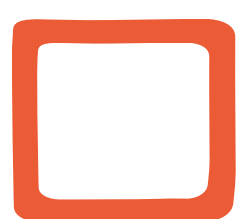
Work relationship is definite and nonexclusive



Employer determines work schedule and supervises work performance



Employer does not decide work schedule and does not supervise the work being performed



May not possess the necessary training or experience to independently take on tasks that aligns with business standards or expectations



Possesses the training and experience needed to perform tasks independently

*Disclaimer: This is not a substitute for legal consultation. Employee and Independent Contractor relationships are complicated and involve multiple agencies. We have provided the basic information for distinguishing employees and independent contractors; however it is best to do additional research to ensure your company is making the correct decision.*