

INDEPENDENT CONTRACTOR CHECKLIST

**A Contractor Is Not Likely To Be Considered An Employee
If All The Following Criteria Are Met:**

The Independent Contractor has:

- Separate business maintained with office, equipment, material, and other necessary specialty equipment.
- Federal tax ID number held or has applied for one.
- Contract signed to perform specific services for specific amounts of money and control is maintained over the means for performing the work.
- Main expenses incurred related to contracted work being performed.
- Responsibility for satisfactory completion of contracted work and is liable for failure to complete the work.
- Received compensation for contracted work on a commission, per job, or competitive bid basis, only.
- Ability to realize a profit or suffer a loss for contracted work to perform.
- Continuing or recurring business liabilities or obligations.
- Success or failure of contractor's business that depends on relationship of business receipts or expenditures.

**If You Have Any Questions or Need Assistance
Contact CompWest Premium Audit Department
Call 415.593.5140 or Email Premium.Services@compwestinsurance.com
Or Request Assistance on the CompWest Web Page**

CA - Division of Labor Standards Enforcement- Independent Contractor
<http://www.dir.ca.gov/dlse/faq%5FIndependentcontractor.htm>