

**SEATTLE PUBLIC SCHOOLS
DETERMINING EMPLOYEE versus INDEPENDENT CONTRACTOR
CLASSIFICATION CHECKLIST**

The information provided below will assist the Seattle Public Schools in determining whether an individual performing services will be classified as an employee of the District or as an independent contractor for federal, state and FICA tax purposes. Please note that this page should be completed by the Principal/Program Manager contracting the Independent Contractor and must be attached to the SEATTLE SCHOOL DISTRICT PERSONAL SERVICES CONTRACT FORM for processing and approval.

SECTION 1. GENERAL	
Name of Individual/Business:	Individual/Business E-mail Address:
For Individuals: (check one) <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Tax Alien <input type="checkbox"/> Nonresident Alien	Taxpayer Identification Number:
School or Program Location:	Phone Number/Address:

SECTION 2. MULTIPLE RELATIONSHIPS WITH THE DISTRICT	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does this individual currently work for the District as an employee (including hourly, temporary or substitute)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does the District expect to hire this individual as an employee to provide the same or similar services immediately following the termination of his/her independent contractor service?	
<input type="checkbox"/> Yes <input type="checkbox"/> No During the previous 12 months prior to the date on which the independent contractor service commenced, was the individual an employee (including hourly, temporary or substitute) to provide the same or similar service?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Does or did any person who will provide services to the District under this contract ever work for the District? If yes, who? Name:	
Please Note: If the answer is "Yes" to ANY of the above three questions, the individual should be classified as an EMPLOYEE and paid through the normal payroll process. See footnote*.	

SECTION 3. RETIREMENT BENEFITS
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this individual drawing state retirement benefits?

SECTION 4. RELATIONSHIP WITH THE DISTRICT
The individual does not receive extensive instructions on how to perform his/her job, except perhaps topics to discuss. The individual does provide or could be available to perform this job at other businesses/schools. The individual does not receive benefits from the Seattle Public School District, nor does the individual expect to receive benefits from the District. The District and the individual agree, either in writing or orally, that the relationship is strictly that of an independent contract relationship.
I, Seattle School District's Principal or Department Manager, confirm that the above paragraph is true and therefore the individual is an independent contractor. If the above statement is not true, the individual may be an employee.*
Name (print): _____ Title: _____
Signature: _____ Date: _____
Phone Number: _____ E-mail Address: _____@seattleschools.org

*If the department requesting services disagrees with this determination, please complete the Internal Revenue Service SS-8 form (available at www.irs.gov), provide documentation to provide answers, and submit completed packet to the Contracts Desk in Accounting. Accounting and Payroll will work with the department to make a final decision.