

WORKER CLASSIFICATION ANALYSIS PROCEDURES

HOW TO DETERMINE WHEN A SERVICE PROVIDER REQUIRES ANALYSIS OF INDEPENDENT CONTRACTOR VS. EMPLOYEE STATUS

Analysis of Independent Contractor or Employee Status is NOT required if:

- The provider is a recognized business entity that can supply you with:
 - Federal EIN that is NOT an individual's Social Security Number
 - Proof of Insurance
 - Completed W9
- The provider's services are in the role of a sport official (Referee or Umpire)
 - No change in current practice VASBO established practices is required
 - Do need completed W9
- The provider is an existing employee of the District (because they need to be paid through payroll unless working as a sports official)

Classification Analysis Under the Independent Contractor vs Employee Tool Kit for Independent Contractor or Employee Status IS REQUIRED for:

- Individual Providers Who:
 - Are not employees of any recognized business entity, vendor, or service provider
 - Are Sole Proprietors
 - Are asking for payment as a vendor rather than payroll that do not meet the criteria above