



6210-F3 INDEPENDENT CONTRACTOR TEST & CERTIFICATIONS

In order for ESD112 to do business with you as an Independent Contractor, the following criteria must be met. Please certify the criteria by initial in each box and signature at the bottom of the form. Return the form with your attached W-9. If you do not meet **any single item**, we cannot contract with you as an Independent Contractor; however we may be able to utilize your services through temporary employment status with ESD112.

- 1. You have independently established your own business (which is of the same nature as that involved in the pending contract) and provide services to the general public. ESD112 does not exercise control over you or your business. ESD112 does not instruct you on when, where, or how your work is done; **AND**
- 2. ESD112 does not regularly furnish tools and supplies, provide training, require your attendance in staff meetings, or provide a place to work (e.g. desk, office, phone, computer, etc.); **AND**
- 3. You are maintaining financial records for the business you are conducting and file a schedule of expenses with the Internal Revenue Service for the type of business you are conducting; **AND**
- 4. There is no continuing relationship between you and ESD112 beyond the scope of the contracted work. Payment for work is subject to satisfactory performance & acceptance of services contracted for; **AND**
- 5. If you operate your business in Washington, you have set up an account with the Department of Revenue and have received a unified business identifier (UBI) number from the State of Washington **OR** meet the exceptions below:
 - a. Your business grosses less than \$12,000 per year; **AND**
 - b. Your business operates under your full legal name (not a business or DBA name); **AND**
 - c. Your business does not have any employees; **AND**
 - d. Your business does not sell a product or provide a service that is subject to state taxes; **AND**
 - e. Your business does not have specialty licensing requirements with the Washington Department of Revenue.

<i>By signature below, I certify the above statements to be true and represent that I am an Independent Contractor to ESD112.</i>	
Business Name:	
WA State or other State UBI#:	W-9 attached? Y or N
Signature:	Date: