



INDEPENDENT CONTRACTOR CHECKLIST

Complete the checklist below for all Independent Contractor placements. Return completed checklist to HR for review and approval. All Independent Contractors will sign an Independent Contractor Agreement and complete a W9 with the Central Contracts Coordinator. See Independent Contractor Policy for additional information on placement.

Contractor Name:

Desired Placement Date:

Department:

Campus:

Central Group Leader Approval: Yes No

Please answer every question (1-20) as it relates to the individual to be placed in an independent contractor role:

1. Does LifeChurch.tv provide instructions to the worker about when, where, and how to perform the work? Yes No
2. Does LifeChurch.tv provide training to the worker? Yes No
3. Are the services provided by the worker integrated into the business operations of LifeChurch.tv? Yes No
4. Must the services be rendered personally by the worker? Yes No
5. Does LifeChurch.tv hire, supervise and pay assistants to the worker? Yes No
6. Is there a continuing relationship between LifeChurch.tv and the worker? Yes No
7. Does LifeChurch.tv set the work hours and schedule? Yes No
8. Does the worker devote substantially full time to the business of LifeChurch.tv? Yes No
9. Is the work performed on LifeChurch.tv property? Yes No
10. Is the worker required to perform the services in an order or sequence set by LifeChurch.tv? Yes No
11. Is the worker required to submit oral or written reports to LifeChurch.tv? Yes No
12. Is the worker paid by the hour, week, or month? Yes No
13. Does LifeChurch.tv have the right to discharge the worker at will? Yes No



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- 14. Can the worker terminate his relationship with LifeChurch.tv any time without incurring liability to LifeChurch.tv? Yes No
- 15. Does LifeChurch.tv pay the business or traveling expenses of the worker?
Yes No
- 16. Does the worker furnish significant tools, materials and equipment?
Yes No
- 17. Does the worker have significant investment in facilities? Yes No
- 18. Can the worker realize a profit or loss as a result of his/her services?
Yes No
- 19. Does the worker provide services for more than one firm at a time?
Yes No
- 20. Does the worker make his/her services available to the general public?
Yes No

Only answer the following that relate to the particular circumstance with the Independent Contractor in question, pay special attention to #1.

- 1. Does the hiring team leader have the right to control the manner and means by which the product is produced? Yes No
- 2. List special required Skills?
 - a.
 - b.
 - c.
- 3. Source of instrumentalities and tools? LifeChurch.tv Contractor
- 4. Location of work? LifeChurch.tv Other
- 5. Duration of relationship between LifeChurch.tv and worker?
 - a.
- 6. Does LifeChurch.tv have the right to assign additional projects to the worker? Yes No
- 7. The extent to which LifeChurch.tv has discretion over when and how long to work?
 - a.
- 8. The method of payment to worker?
 - a.
- 9. LifeChurch.tv role in hiring and paying assistants to worker?
 - a.
- 10. Extent to which work is a regular part of business for LifeChurch.tv?
 - a.
- 11. Does the contractor expect or receive benefits? Yes No
- 12. How is the worker taxed? As Employee Worker responsible