

# INDEPENDENT CONTRACTOR CHECKLIST

Contractor \_\_\_\_\_

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## REQUIRED DOCUMENTS

- \_\_\_\_\_ Statement of Work (SOW)
- \_\_\_\_\_ Independent Contractor Agreement
- \_\_\_\_\_ W-9
- \_\_\_\_\_ Verification of Business Registration
- \_\_\_\_\_ Proof of Various Insurances (you may want to verify:)
  - \_\_\_\_\_ Worker's Compensation
  - \_\_\_\_\_ Professional Liability
  - \_\_\_\_\_ General Liability
- \_\_\_\_\_ Payment information for business bank account
- \_\_\_\_\_ Expense Reimbursement Forms
- \_\_\_\_\_ Invoicing Procedures
- \_\_\_\_\_ Hold-Harmless Agreement
- \_\_\_\_\_ Proof of any Licensures you need (add below)

Other (add below

*Document templates and eContracts can be found in Attaché*  
*Contact us for more help - [support@attacheworks.com](mailto:support@attacheworks.com)*