

Provo City School District
Service Contract Checklist


6220 F1

The information provided below will assist Provo City School District in determining whether an individual performing services will be classified as an employee of the District or as an independent contractor for federal purposes. Please note that this page should be completed by the Principal/Program Manager contracting the individual. Completed form should be returned to the Human Resources department for approval. The individual performing the service should not commence with work until all approvals are received.


An individual is an independent contractor when they provide professional services to the general public. The general rule is that an individual is an independent contractor if the District has the right to control or direct only the result of the work and not what will be done or how it is done. If the District/School controls all actions by an individual, that individual would not be subject to a service agreement.

Section 1: General Information (Please attach signed W-9—required for any service contract)	
Name of Individual:	Individual E-mail Address:
School/Program Location:	Phone Number:

Section 2: Relationships with the District	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the individual currently work for the District as an employee (hourly, contracted, temporary)?
<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 following completion of service contract?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the contract long-term?

 If you have answered yes to any of the questions above, this is not a service contract and the individual should be hired as an employee. Please follow employment procedures. Contact HR for any questions.

Section 3: Scope of Employment	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the individual receive training on the employment from you?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you provide all needed tools or materials? Are you reimbursing travel expenses?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you manage all steps of the work?

 If you have answered yes to the questions above, this may not be a service contract. Please contact Human Resources or the Business Office for clarification.

Section 4: Approvals/District Information	
I agree that this individual does not qualify as a District employee. They understand that they will not receive benefits, and any payments over \$600 (aggregate) will result in the issue of a federal 1099, which is subject to self-employment tax. I agree that this individual will be treated and paid as an independent contractor.	
Principal/Director Approval:	Date:
Accounting Approval:	Date:
Human Resources Approval:	Date: