

**Independent Contractor Certificate Point System**

Individuals who can submit documentation that totals 150 points will receive an Independent Contractor Certificate. Those who cannot accumulate 150 point must purchase a workers' compensation policy. All applicants must pass a computer-generated test about independent contractors. A maximum of two items may be submitted for points per category. Point values for item provided for certification:

- |     |   |                      |
|-----|---|----------------------|
| 1.  | WC, UI, Revenue accounts for employees  | 100 points           |
| 2.  | Memo of Understanding or a Contract containing:   | 60 points            |
|     | a. Describes the body of work to perform  |                      |
|     | b. Complete or partial payment % basis  |                      |
|     | c. Ending date of contract  |                      |
|     | d. Liability for failure to complete (both)   |                      |
|     | e. Identifies who provide materials & supplies  |                      |
|     | f. Signed by both parties   |                      |
| 3.  | List of equipment & tools with approximate value  | 60 points            |
|     | a. Rental or lease agreement  |                      |
|     | b. Business equipment tax – county document   |                      |
| 4.  | Liability insurance policy  | 60 points            |
| 5.  | Bonding   | 60 points            |
| 6.  | Business location, lease or rental agreement  | 60 points            |
| 7.  | Business Tax forms or records Sched C, E, F, or K   | 60 points            |
| 8.  | Trucking company lease agreement  | 60 points            |
| 9.  | Form 1099's   | 30 points ea; 60 max |
| 10. | Partnership agreement written and signed by all   | 30 points            |
|     | a. intent to form   |                      |
|     | b. contribution by all parties  |                      |
|     | c. joint proprietary interest and right of mutual control   |                      |
|     | d. sharing of profit/loss   |                      |
| 11. | Application or business license or permit   | 30 points            |
| 12. | Professional license  | 30 point             |
| 13. | Business structure registered with SOS  | 30 point             |
| 14. | Registered name of business with SOS  | 30 points            |
| 15. | Educational certification   | 30 points            |
| 16. | Advertises services in a newspaper, phone book, Internet;<br>or on a professional list or affiliation | 30 points ea; 60 max |
| 17. | 2 or more bids or estimates   | 15 points ea; 60 max |
| 18. | Fed Employer Identification Number FEIN   | 15 points            |
| 19. | Business bank account   | 15 points            |
| 20. | Telephone bill in business name   | 15 points            |
| 21. | Credit card – charge account in business name   | 15 points            |
| 22. | Printed invoices, cards, brochures, hats, shirts  | 15 points ea; 30 max |
| 23. | Advertises using sign on vehicle, in yard, bulletin<br>boards, corner lamp post, flyers               | 15 points each       |
| 24. | Standard billing invoices   | 15 points each       |