

INDEPENDENT CONTRACTOR QUESTIONNAIRE

Your name: _____

Signature: _____ Date: _____

UBI #: _____

Please answer the following questions which are directed at the work you have performed for the audited firm, _____, identified on the enclosed cover letter during the audit period **from 1-1-09 to 12-31-09**

1) Do you have workers? Yes ___ No ___

If yes, how many workers do you have?

Are they full-time ___ or part-time ___?

Are you registered with WA Dept of Labor & Industries (L&I)? _____
WA Employment Security Department (ESD)? _____

2) If registered with the WA Dept of Revenue (DOR), what is your account number?

_____ Do you report payments that you receive from the firm as business revenue to DOR? Yes ___ No ___

3) Do you use any vehicle(s) to perform your work? Yes ___ No ___

If yes, describe all the vehicle(s). Make _____ Model Year _____
Color _____ VIN _____ Registration # _____

Who owns the vehicle(s) that you use?

4) Are you directed or supervised in performing your delivery work? Yes ___ No ___

If yes, describe how you are supervised.

Have you been asked to train or supervise other workers? Yes ___ No ___

Have you been asked to attend meetings by the firm? Yes ___ No ___

If yes, what was the purpose of the meetings?

Have you received any training from the firm? Yes ____ No ____

If yes, what kind of training did you receive?

5) Indicate on what basis are you paid:
hourly ____ salary ____ piecework ____ commission ____.

How much are you paid per hour/per contract?

Do you submit a bid for the amount you will be paid for the work? Yes ____
No ____

6) How long have you worked for this business?

7) Were you employed as an employee by _____ prior to becoming an independent contractor? Yes ____ No ____

8) Who schedules your work?

9) Who else have you delivered for in 2009?

10) If the firm's customer is dissatisfied with the work you perform for _____ does the customer address the complaint to you ____ or to _____?

11) Check the business records of income and expense that you keep for your own business.

- Payroll Journal/Ledger
- Cash Disbursement Journal
- Bank Statements
- Check Register
- Cancelled Checks
- Contracts for Work Performed by Your Firm
- Invoices to Customers
- Invoices from Subcontractors

What other business records do you keep?

12) Where is your principal place of business (PPB), that's used exclusively and regularly for the administrative or management activities of your business?

13) If the PPB is your home, does it qualify for the IRS home office deduction?
Yes ___ No ___

Do you claim this IRS deduction on your federal tax return? Yes ___ No ___

Describe the area in your home that qualifies for the deduction.

What business activities do you perform in your home office?

How often do you use the home office for business?

What other uses, if any, is your home office used for?

Do other family members use the home office area? Yes ___ No ___