

**CHECKLIST FOR DETERMINING IF AN
EMPLOYER-EMPLOYEE RELATIONSHIP EXISTS***

	YES	NO
1. Worker is required to comply with instructions as to when, where and how the work is done.	_____	_____
2. Worker needs to be trained to enable him to do the job.	_____	_____
3. Worker's tasks are integrated into normal business operations.	_____	_____
4. Worker's services are personally rendered and are not delegated.	_____	_____
5. Worker is responsible for hiring, paying or supervising assistants.	_____	_____
6. Worker has a continuing relationship with the "employer".	_____	_____
7. Working hours are set by the "employer".	_____	_____
8. Worker must devote substantially his full time efforts to "employer's" business.	_____	_____
9. Work is performed on "employer's" premises.	_____	_____
10. Worker's services conform to order or sequence set by the "employer".	_____	_____
11. Worker is required to submit regular oral or written reports.	_____	_____
12. Worker's payment is based on time spent instead of by the job.	_____	_____
13. Worker is reimbursed for travel and business expenses.	_____	_____
14. The "employer" furnishes tools and other equipment.	_____	_____
15. Worker has no significant investment in any of the facilities.	_____	_____
16. Worker has no risk of economic loss.	_____	_____
17. Worker is not working for more than one "employer" at a time.	_____	_____
18. Worker does not make services available to the general public.	_____	_____
19. Worker is subject to discharge even if the job requirements are satisfied.	_____	_____
20. Worker can terminate relationship with the "employer" without incurring any liability.	_____	_____

YES answers suggest employee status
NO answers suggest independent contractor status

*This is provided as general information only and is not intended to be definitive in nature nor is it to be construed as reliable in any particular situation. Please call with specific questions.