



### 1099 Contractor Hire Form

School or Department \_\_\_\_\_ Position \_\_\_\_\_

Name of Employee \_\_\_\_\_ Soc Sec No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Approximate Length of assignment \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Birth date \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Are you currently a student in Canyons School District?      Yes      No

Present school \_\_\_\_\_ Grade \_\_\_\_\_

**Have you ever:**

a. been convicted of a violation of law other than a minor traffic violation?      Yes      No

b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?      Yes      No

c. been placed on probation in conjunction with a criminal charge or conviction?      Yes      No

*If you have answered yes to any of the above, provide a statement explaining the circumstances*

Are any criminal charges or proceedings pending against you?      Yes      No

*If you have answered yes to any of the above, provide a statement explaining the circumstances*

Do you have the legal right to work in the United States?      Yes      No

I understand and agree that as a 1099 independent contractor I am not an employee of the Canyons School District. The District's only obligation is to tender the income to me without deductions for FICA, Federal or State taxes. 1099 income is reported to the Internal Revenue Service. The Independent Contractor has the obligation to remit his or her own tax deductions to the IRS.

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Date

**Please see the back of the form for Instructions**

Charge Account *(for school use only)*

| Fund | Location | Year | Program | Function | Object | % of FTE |
|------|----------|------|---------|----------|--------|----------|
|      |          |      |         |          |        |          |

**1099's / W9 Employee Information  
Processed by Accounting or School  
Depending on Job Type or Title.**

| <b>AP Readers &amp; Translators</b>  | <b>Community Ed. Instructor</b>  | <b>Activity Workers</b>   |
|--|--|---|
| AP Readers and Translators that work from home must be 1099  | Current Canyons' employees working as instructors use the instructions on activity workers category for current employees  | Debate Judge, Scorekeepers, Chain Gangs, Building Rental Help, Stage Crew, Etc...   |
| <p>Wage: \$9.65<br/>Lane C / Step 1</p> <p>Need: W9, 1099 Contractor Hire Form<br/>Fingerprints<br/>1099 Contractor Hire Form</p> <p>Budget Code must be on the NPO.<br/>The NPO is submitted directly to the Accounting Department.</p> <p><b>Paid and processed thru Accounting.</b><br/>Send the W9 to accounting.<br/>Send a copy of the 1099 Contractor Hire Form to HR to file.</p> <p>Accounting cuts and mails a check.</p> <p><b>Must always be fingerprinted!</b></p> <p>1099 Contractor Hire Form is signed &amp; approved by the school principal.</p> | <p>Wage: Varies<br/>Non-Employees</p> <p>Need: W9, 1099 Contractor Hire Form<br/>Fingerprints<br/>1099 Contractor Hire Form</p> <p>Budget Code must be on the NPO.<br/>The NPO is submitted directly to the Accounting Department.</p> <p><b>Paid and processed thru Accounting.</b><br/>Send the W9 to accounting.<br/>Send a copy of the 1099 Hire Form to HR to file.</p> <p>Accounting cuts and mails a check.</p> <p><b>Must always be fingerprinted!</b></p> <p>1099 Hire Form is sent to Amy Boegetter at Entrada to be approved.</p> | <p>Wage: Varies<br/>Non-Employees</p> <p>Need: W9, 1099 Contractor Hire Form<br/>The activity workers must be fingerprinted if there is the possibility that they may be alone or around the children unsupervised.</p> <p>If they are <b>not</b> a current employee, the school will cut a check directly to them. The school will keep the NPO, the W9 and the 1099 Hire Form. Send a copy of the 1099 Hire Form to HR to file.</p> <p>Send a copy of the 1099 Contractor Hire Form to Human Resources.</p> |
|  |  | <b>Current Canyons' Employees</b>   |
|  |  | <p>If they <b>are</b> a current employee, the school will send to payroll the timesheet, a school check for reimbursement, the Special Payroll Calculation Form. 1099 Hire Contractor Form and W-9 are not needed.</p> <p style="text-align: center;">Pay is processed thru payroll.</p>  |