

## **INDEPENDENT CONTRACTOR DOCUMENTATION CHECKLIST**

**The following documentation is required to be classified as an Independent Contractor while working with WunderLand:**

- Signed Independent Contractor Agreement
- Signed Purchase Order or signed Statement of Work from Contractor
- Completed W-9 Form
- Business card and sales brochure or web site URL advertising your services
- Copy of registered Articles of Incorporation with Secretary of State stamp, or other appropriate office in the state of incorporation, OR copy of last year's tax return with Schedule C if you are a Sole Proprietorship
- Certificate of Insurance for Worker's Compensation coverage \*
- Certificate of Insurance for comprehensive General Liability coverage for limits of not less than \$500,000 \*

*\* WunderLand reserves the right to request verification of either of the above Certificates of Insurance*

**If you cannot provide each of the above, WunderLand will classify you as our Employee and pay you accordingly.**