



Newberg School District 29J
714 East Sixth Street
Newberg, OR 97132

PERSONAL SERVICES CONTRACT CHECKLIST

Prior to completing Personal Services Contract, the individual must be verified as an independent contractor. The following criteria are based on the definition outlined in ORS 670.600.

Please complete the information below, attach to the Personal Services Contract form and submit to the District contact person.

Print Name of Contractor

To qualify as an independent contractor **ALL** of the following conditions must be met:

1. The individual or business entity providing the labor or services is free from direction and control over the means and manner of providing the labor or services, subject only to the right of the District-specified desired results. Yes No

2. The individual or business entity providing labor or services is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local government ordinances for the individual or business entity to conduct the business. Yes No
Registration/License # _____
Expiration Date _____

3. The individual or business entity providing labor or services furnishes the tools or equipment necessary for performance of the contracted labor or services. Yes No

4. The individual or business entity providing labor or services has the authority to hire and fire employees to perform the labor or services. Yes No

5. Payment for the labor or services is made upon completion of the performance of specific portions of the project or is made on the basis of an annual or periodic retainer. Yes No

6. The individual or business entity providing labor or services is licensed under ORS chapter 701, if the individual or business entity provides labor or services for which such licensure is required. Yes No NA
Registration/License # _____
Expiration Date _____

7. Federal and state income tax returns in the name of the business were filed for the previous year if the individual or business entity performed labor or services as an independent contractor in the previous year. If yes, list tax identification number or Social Security number.

Yes No NA
TIN/SS# _____
Business Name _____

8. The individual or business entity represents to the public that the labor or services are to be provided by an independently established business. An individual or business entity is considered to be engaged in an independently established business when four or more of the following circumstances exist:

a. The labor or services are primarily carried out at a location that is separate from the residence of an individual who performs the labor or services, or are primarily carried out in a specific portion of the residence, which portion is set aside as the location of the business.

Yes No

Location _____

b. Commercial advertising or business cards as is customary in operating similar businesses are purchased for the business, or the individual or business entity has a trade association membership.

Yes No
Attach Card

c. Telephone lists and service are used for the business that is separate from the personal residence listing and service used by an individual who performs the labor or services.

Yes No

Phone# _____

d. Labor or services are performed only pursuant to written contracts.

Yes No

e. Labor or services are performed for two or more different persons within a period of one year.

Yes No

f. The individual or business entity assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance for the labor or services to be provided.

Yes NA

9. The individual is not a member of PERS.

Yes No

I certify by my signature that I meet the requirements of ORS 670.600.

Signature

Date