

**INFORMATION REQUIRED BEFORE UTILIZING AN INDEPENDENT  
CONTRACTOR  
Adopted 7/13/04**

**1. PURPOSE**

The purpose of this policy is to assure that required information is provided to the county before a company or vendor begins independent contractor services. Having this information enables the county to properly prepare 1099 records required by the internal revenue service (IRS). Also, these records assure appropriate insurance coverage is provided by the independent contractor to guarantee liability protection to the county. All independent contractor agreements need to be legally signed by the Tuscola County Board of Commissioners per the authority to sign contracts policy.

**2. POLICY**

In order to comply with IRS reporting requirements and assure proper insurance protection to the county all independent contractors shall:

- ❖ Provide a written contract or agreement to be approved by the County Board of Commissioners and filed in the Controller/Administrator's Office.
- ❖ Complete a W-9 form and file this form in the Controller/Administrator's Office.
- ❖ Provide proof of insurance (Bonding) and maintain this record in the Controller/Administrator's Office.