

## **Requirements for 1099's**

- 1) Approval of 1099 questionnaire from Annette Clemente
  - 2) Executed Independent Contractor Agreement from HR
  - 3) Proof of Sole Proprietorship/Partnership/Incorporation
  - 4) Proof of insurance
  - 5) Federal W-9 Form
  - 6) Signed MP W-9 Document
  - 7) Candidate Offer Letter Addressed to Candidate's Legal Entity
  - 8) Client Confirmation
  - 9) Invoice Summary, Modified for 1099's
  - 10) Completed Background Check Form(N/A, if not required for role)
  - 11) Copy of State Issued ID for the Candidate
  - 12) 1099 Personal Data Sheets (modified for 1099's)
  - 13) Proof of Insurance
- 1099 temps/company are not paid weekly or through ADP. They are paid on a Net 15 basis from receiving their invoice and paid out by our AP department.
  - 1099 temps/company must submit a weekly invoice for our AP department to process payment.
  - The time sheet for the temps/company must be submitted, approved and processed before payment can be made to the 1099 temps/company whether or not we have received the invoice.