



# SUBCONTRACTOR CHECKLIST PACKET

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## INCLUDED IN THIS PACKET

- ☒ Subcontractor Setup
- ☒ Form W-9



# SUBCONTRACTOR SETUP FORM

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Before paying a subcontractor or allowing them to begin work, have them complete this form and submit all required documents.

This helps you:

- ☒ Confirm the subcontractor is an independent business—not your employee.
- ☒ Ensure they carry their own liability and workers compensation insurance.
- ☒ Collect the information needed to issue a 1099-NEC at year-end.
- ☒ Collect proper documentation in case of an audit, insurance issue, or dispute.

Keep this form on file with your records.

# SUBCONTRACTOR SETUP FORM

PLEASE COMPLETE ALL SECTIONS

## PRIMARY CONTACT INFORMATION

### Business Contact Information

Legal Business Name: \_\_\_\_\_ DBA (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ TAX ID#: \_\_\_\_\_

#### Type of Entity: Please check ONE

- ☐ Sole Proprietor or Single Member LLC ☐ C Corp ☐ S Corp  
☐ Partnership ☐ Trust/Estate ☐ Other:

## EMERGENCY CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## INSURANCE AGENCY INFORMATION

Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## NATURE OF BUSINESS (BRIEF DESCRIPTION)

Description of Work Performed: \_\_\_\_\_

Does your business have employees? ☐ Yes ☐ No

Is the owner covered or excluded from the Workers Comp Policy? ☐ Covered ☐ Excluded

## REQUIRED DOCUMENTATION (PLEASE INCLUDE WITH THIS FORM)

☐ COMPLETED W-9 FORM

☐ CERTIFICATE OF LIABILITY INSURANCE

Policy #: \_\_\_\_\_ Policy Dates → From \_\_\_\_\_ To \_\_\_\_\_

☐ CERTIFICATE OF WORKERS COMP INSURANCE

Policy #: \_\_\_\_\_ Policy Dates → From \_\_\_\_\_ To \_\_\_\_\_





# FORM W-9

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## **Don't Pay a Subcontractor Without It**

Before you pay any subcontractor, make sure they complete and return a W-9.

You'll need the information to issue them a 1099-NEC at year-end. Without it, you can't properly report the payment(s)—and if the IRS reviews your records, they may treat the worker as an employee, leaving you on the hook for employment taxes, back withholding, and penalties.

**Protect your shop. Get the W-9 first.**

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-				-	
<b>or</b>									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



## Compliance isn't optional.

The cost of getting it wrong is real.

Compliance slips don't just mean paperwork—they bring stress, wasted time, and costly setbacks. We help you stay protected so you can focus on running your business.

### BOOK A DISCOVERY CALL

A straightforward conversation  
focused on your goals.



[kaizencpas.com/contact-us](https://kaizencpas.com/contact-us)

More Tools and Resources:  
[kaizencpas.com/resource-center](https://kaizencpas.com/resource-center)