



Independent Contractors Checklist

Relevant Factors to be Considered	Yes – IC*	No – EE*
(* “IC”= Independent Contractor; “EE” = Employee)		
1. Did the Company specifically recruit for a contractor as opposed to using traditional recruitment practices for hiring employees?		
2. Does the contractor have the ability to negotiate the terms of the contract, including remuneration?		
3. Does the contractor have an existing business?		
4. Does the contractor have a registered business name?		
5. Does the contractor have a GST number and charge GST?		
6. Does the contractor maintain separate offices from the Company?		
7. Does the contractor have a WSIB independent contractor certificate?		
8. Does the written contract between the contractor and the Company clearly provide that the contractor is independent and not an employee of the Company?		
9. Will the contractor hold him/herself out as independent during the term of the contract (as opposed to being held out as a representative of the Company)?		
10. If the contractor is required to carry business cards, are those cards the contractor’s as opposed to the Company’s?		
11. Is the contractor exempt from the Company’s employee policies and procedures (i.e. performance evaluations, discipline, vacation, sick leave, overtime, hours of work, statutory holidays, pension)?		
12. Is the contractor responsible for his/her own insurance benefits, WSIB premiums (or alternative disability coverage), liability insurance and income tax remittances?		
13. Is the contractor free to set his/her own hours?		

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14. Is the contractor free to perform his/her services without supervision and training from the Company?		
15. Is the contractor free to decline assignments from the Company without losing the contract?		
16. Can the contractor work for competitors?		
17. Can the contractor hire his/her own employees to perform the services contracted with the Company?		
18. Can the contractor perform services for other clients as opposed to being required to devote his/her entire efforts exclusively to the Company?		
19. Is the contractor responsible for tracking and recording his/her hours worked and invoicing the Company for services rendered?		
20. Will the contractor be paid by the Company in a manner consistent with other suppliers of services as opposed to the way in which employees are paid through a payroll service?		
21. Is the contractor responsible for his/her own expenses (i.e. gas, auto, insurance, meals, equipment, accommodations, bookkeeping)?		
22. Is the contractor responsible for his/her own advertising?		
23. Does the contractor do any advertising to promote his/her business?		
24. Is the contractor responsible for providing the equipment required to perform the services?		
25. Does the contractor have the opportunity to profit or risk loss through the management of his/her business and the contract with the Company?		
26. Does the contractor have any responsibility for investment and management in his/her business?		