

Independent Contractor Evaluation Checklist and Declaration

**Name of Activity/Project:** ………………………………………………………………………………….

**Individual Worker/Sole Trader:** ……………………………………………………………………….

**Period of Engagement:** ……………………………………………………………………………………………..

# Evaluation Checklist

* The employment status of the recommended individual worker / sole trader must be determined **at or before** the time of employment or engagement.
* To assess if the individual worker or sole trader above is an Employee or an Independent Contractor for tax and superannuation purposes, please refer to the Australian Taxation Office guidelines using the links below:
* [How to work it out: employee or contractor](https://www.ato.gov.au/business/employee-or-contractor/how-to-work-it-out--employee-or-contractor/)
* [Difference between employees and contractors](https://www.ato.gov.au/business/employee-or-contractor/difference-between-employees-and-contractors/)
* Where the assessment results to an Independent Contractor, please complete the declaration below and ensure the following documents are kept on file for audit purposes:
  1. this completed Independent Contractor Evaluation Checklist and Declaration
  2. a copy of the Sub-contractors Statement (if the task is subcontracted by the individual worker / sole trader);
  3. evidence of relevant insurance;
  4. a copy of the letter of engagement; and
  5. a copy of the contract for services.
* Where the assessment results to an Employee, please contact your HR Business Partner.

# Declaration

An assessment based on the ATO guidelines on working out an Employee or Contractor has been done and the individual worker / sole trader listed above is determined to be an Independent Contractor.

**Signed:**

Completed by Date ………/………/………

*(Signature of Business Unit Head/Dean/Representative with sufficient delegation*)

*Notes:*

* Please ensure a copy of this completed Independent Contractor Evaluation Checklist and Declaration (signed) is submitted along with the contractor’s first invoice.
* Where individual circumstances are not clear regarding the assessment, please contact the Senior Operations Accountant, ([l.dincog@westernsydney.edu.au](mailto:l.dincog@westernsydney.edu.au)), for guidance.