## **AM I AN EMPLOYEE?**

A quick guide to help determine if you are truly an independent contractor.

## TRADITIONAL **EMPLOYEE**



- My employer sets my pay
- I get paid regularly with a specified amount
- I take no personal financial risks with my work



- My employer sets my regular hours
- My employer sets my deadlines
- □ I am employed for the long-term



- □ My employer supplies the materials and equipment (including the computer I use) My employer provides job

## **INDEPENDENT** CONTRACTOR



- I set my own rates
- I get paid in lump-sums, usually after I finish a project
- I am financially responsible for my work



- I work when I want, as long as the project is finished on time
- I negotiate my own deadlines
- My contracts are usually shortterm



- I bring my own materials and equipment (like my own computer)
- □ I bring my own expertise and

## training My employer assigns my workload

skill and do not receive training I choose what work I complete and am paid for



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