

IEEE Independent Contractor Checklist

Requested by:

Date:

Independent Contractor's Name:

Doing Business As (if applicable):

1. Tax Form (W-9/W-8BEN)

Confirm supplier is an individual, sole proprietor, or single-member LLC ([Form W-9](#), Box 3 or [Form W-8BEN](#)). This classification requires tax review.

Verify signature and date (within 2 years).

The tax form is attached.

2. Contract (ex: SVA, MSA, SOW)

A copy of the contract (draft or final) is attached.

3. Work Status Evaluation (WSE)

The WSE is attached.

Confirm all questions are answered and all questions have only a single response, including service time as an IEEE IC.

A signature is provided with the date.

4. Service Provider Questionnaire (SPQ)

The SPQ is attached.

Confirm all questions are answered and all questions have only a single response.

A signature is provided by the IC with the date.

5. Work Status Evaluation, Service Provider Questionnaire & Contract (staff requestor)

Review WSE and SPQ for contradictory answers.

Review WSE and contract for contradictory answers. Please specifically review the answers to WSE 5.4 & 5.5 for accurate presentation.