

***VLCT PACIF Workers' Compensation Payroll Audit***  
**Checklist of Independent Contractor Documentation**

**Name of Subcontractor/Sole Proprietor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Directions:** In order for VLCT PACIF not to charge the Town for an independent contractor or sole proprietor's workers' compensation costs, the contractor must meet all of the standards listed in V.S.A 601 (14) (F). If you have a contractor who meets all of the standards in the statute and you attach all of the items in the checklist below, your PACIF workers' compensation payroll auditor will more than likely not include the contractor in your payroll. Nonetheless, our auditors have final say as to whether or not a contractor shall be included in your payroll.

**Note:** For each independent contractor (or sole proprietor), you must provide your PACIF auditor with this checklist and all four attachments.

**Required Attachments:**

- A current and valid executed contract between your municipality and the contractor.
- A completed and executed copy of the most recent Non-Employee Work Agreement (version 2.1) for the year being audited.
- A current and valid Certificate of Insurance showing proof of the contractor's liability coverage and naming the Town as an additional insured.
- A business card or other marketing material that identifies the contractor as being in business.