



WENACHEE SCHOOL DISTRICT  
PO BOX 1767  
WENACHEE, WA 98807-1767

Purchase Order # \_\_\_\_\_  
Business Office Use Only

Send invoice or Work Verification Form to Accounts Payable with an authorizing signature after work is completed.

## INDEPENDENT CONTRACTOR AGREEMENT

1. PARTIES. The Parties to this Independent Contractor Agreement are the Wenatchee School District #246 ("District") and \_\_\_\_\_ ("Contractor"). No employee relationship is established by this Agreement and no assumption of liability by the Wenatchee School District is implied or expressed. This contract is effective beginning \_\_\_\_\_ and will terminate on \_\_\_\_\_ unless mutually extended in writing.

2. DESCRIPTION OF SERVICE(S) PERFORMED: *(please be specific)* \_\_\_\_\_

### 3. CONTRACTOR FEES

Fixed Fee of \$ \_\_\_\_\_, **OR**  
Daily Rate of \$ \_\_\_\_\_ for \_\_\_\_\_, days, **OR**  
Hourly Rate of \$ \_\_\_\_\_ for \_\_\_\_\_, hours.

Basic Contract Cost \$ \_\_\_\_\_

Additional Fees *(please list)*

1. \_\_\_\_\_ \$ \_\_\_\_\_  
2. \_\_\_\_\_ \$ \_\_\_\_\_  
3. \_\_\_\_\_ \$ \_\_\_\_\_  
4. \_\_\_\_\_ \$ \_\_\_\_\_

Total Additional Fees \$ \_\_\_\_\_

Total Contractor Fees \$ \_\_\_\_\_

- Payment will be made within 30 days upon receipt of approved invoice or Work Verification Form by Accounts Payable.
- If there will be unsupervised contact with students; contractor must complete background check process with North Central ESD prior to beginning any work for the Wenatchee School District.

### UBI-Unified Business Identification number

This number is for State tax purposes. Per RCW 82.32.030 subsection 2, I understand I am not required to have a UBI number if I meet **all** of the following conditions:

- |                                                                                                                          |                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1. My gross annual income in the State of Washington as an independent contractor is less than \$12,000 before expenses. | 4. I do not perform services that require sales tax.             |
| 2. I do not sell any items at retail.                                                                                    | 5. I do not collect or pay other taxes to Department of Revenue. |
| 3. I do not repair, install, alter, decorate, clean, construct or improve any real or personal property.                 | 6. I do not obtain renewable licenses with Master License        |
|                                                                                                                          | 7. A trade name or DBA will not be used.                         |
|                                                                                                                          | 8. I have no plans to hire employees within 90 days.             |

I certify that I meet **all** of the above conditions and that I am **not** a Wenatchee School District employee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### "OR"

I do not meet the above conditions and will provide the school district with my UBI number. (See below)

If I do not obtain a UBI number and I meet the conditions listed above, I understand I will be paid through Payroll and will need to complete additional paperwork.

### CONTRACTOR

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

UBI Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

### DISTRICT

Principal/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Number \_\_\_\_\_

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, including gender identity, disability, familial status, marital status or age. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to RCW Officer and ADA Coordinator Lisa Turner.

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

If federal funds are the basis for this contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency ([www.epls.gov](http://www.epls.gov))

CONTRACTOR INITIAL HERE \_\_\_\_\_