



# CONTRACTOR CHECKLIST

- 1 Legal Name:
- 2 Trading Name:
- 3 ABN:
- 4 Are you registered for GST
- 5 Business Address:
- 6 Business Structure:

## Workcover (Victoria):

- 7 Do you have a WorkSafe Insurance Policy?

### If yes:

7.1 Workplace No.:

7.2 Name of Insurer:

- 8 Is your expected income from this contract likely to be **80% or more** of your overall services income, of the same kind, for the year?

- 9 Is **80% or more** of the work under this contract to be performed by the same individual?

- 10 Does this contract involve the provision of materials or equipment?

### If yes:

10.1 Is the provision of labour ancillary to the provision of equipment &/or materials?

10.2 Is the cost of supplying the equipment &/or materials expected to be **more than 50%** of the contract price?

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## Superannuation:

11 Are you contracting as an individual?

Yes / No

### If yes:

11.1 Are you paid wholly or principally for your personal labour and skills?

Yes / No

11.2 Do you have to perform the contract work personally?

Yes / No

11.3 Are you paid by reference to hours worked rather than completion of the contract?

Yes / No

## Payroll Tax (Victoria)

12 Do you engage two or more to do all or part of the work pursuant to the contract?

Yes / No

13 Do you ordinarily provide these services to the public as part of your business?

Yes / No

## Public Liability Insurance:

14 Do you have Public Liability Insurance?

Yes / No

### If yes:

14.1 Name of Insurer:

14.2 Level of cover:

**[Please attach a Certificate of Currency]**

## PAYG Withholding:

15 Are you registered for PAYG Withholding?

Yes / No

Signature of Contractor

Date

NOTES:

**Workcover:**

A contractor will be a "**deemed worker**" for Workcover purposes (unless WorkSafe determines otherwise) if:

Q. 8 = Yes

Q. 9 = Yes

Q. 10 = No

OR

Q. 8 = Yes

Q. 9 = Yes

Q. 10 = Yes

Q. 10.1 = No

Q. 10.2 = No

**Superannuation:**

A contract will be "wholly or principally for labour" (and superannuation guarantee obligations exist) if:

Q. 11 = Yes

Q.11.1 = Yes

Q.11.2 = Yes

Q.11.3 = Yes

**Payroll Tax:**

The Contract will need to be included in your payroll tax remuneration if it is a contract for services where

The contractor provides services to the principal for 90 days or more

The services are of a type ordinarily required by the principal for 180 days or more

The contractor does not meet one of the exemptions (eg owner driver)

AND:

Q. 10 or 10.1 = No

Q.12 = No

Q.13 = No