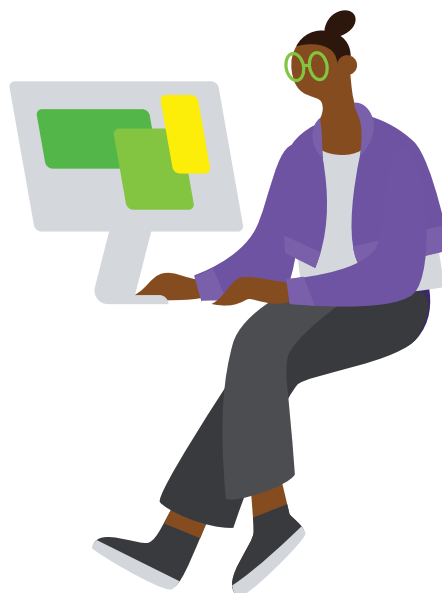


New contractor checklist

Gather the following information about your client's contractors before adding them to QuickBooks Online Payroll.



Personal information

- Legal name
- Business name (if applicable)*
- Email address
- Address*
- Social Security number (for individuals) or Employer Identification Number (for businesses)*

Documentation

- Form W-9 (if not using the self-setup)
- Workers' comp certificate of insurance (if applicable)
- General liability certificate of insurance (if applicable)

Payment details

- Payment method*
- Bank details for direct deposit*

*These details can be added by the contractor via self-setup