



## 1099 Contractor Onboarding Form

**A 1099 Contractor works alongside Project One serving our Client (landlord over property) and is paid by Project One.**

1099 Contractor Name	
Address	
City	
State / Zip	
Phone	
Fax	
Email	

### Documents Needed:

1. Documents the 1099 Contractor needs from Project One:
  - Welcome Paperwork
  - W9 Forms (for Individual, not a Company)
  - 1099 Contractor Workman’s Compensation Self Performer Statement Form (for individual, not a company)
  - 1099 Contractor NDA Form (for individual, not a company)
  - City Sheet for 1099 Contractor’s State
  - ACH Direct Deposit Form (individual)
  
2. Documents Project One needs from the Subcontractor:
  - Legal: W9, Workman’s Compensation Self Performer Statement, NDA
  - Necessary: Questionnaire, City Sheet
  - Payment: Signed Work Order Payment Terms, ACH Direct Deposit Form
  
- Note: A 1099 Contractor “does not” need: our COI (i.e. our insurance), our W9, or a Credit Application filled/signed.