



## Independent Contractor Agreement

This Independent Contractor Agreement (this "Agreement") is made effective as of \_\_\_\_\_  
(date)

by and between the Neenah Joint School District Board of Education (the "District") and  
\_\_\_\_\_  
(the "Contractor")

### **DESCRIPTION OF SERVICES**

The Contractor shall provide the following services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **TERM**

The Contractor shall provide services pursuant to this Agreement for a term beginning on \_\_\_\_\_  
and ending on \_\_\_\_\_. The Contractor will determine the method, details and means of performing  
the services; however, the Contractor agrees to devote a minimum of \_\_\_\_\_ hours to performing the services  
described above.

### **PAYMENT FOR SERVICES**

- Compensation will be a lump sum of \$ \_\_\_\_\_ upon completion of the services
- Compensation will be an hourly wage of \$ \_\_\_\_\_ not to exceed \$ \_\_\_\_\_

The Contractor shall bear all expenses incurred except \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Agreement will be paid from the \_\_\_\_\_ Budget.  
Account Number: \_\_\_\_\_

### **DISCLOSURE**

The Contractor is an Independent Contractor and not an employee of the District. The Contractor will not represent  
to be or hold itself out as an employee of the District. The Contractor acknowledges no right or entitlement in or to  
any of the employee benefit programs. The District will not withhold or pay any taxes on payments to Independent  
Contractors. The Independent Contractor will receive a 1099-MISC at the end of the calendar year for tax reporting.

The Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the  
Contractor, or divulge, disclose, or communicate in any manner any information that is proprietary to the District.  
The Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be in  
effect after the termination of this Agreement.

**INSURANCE**

The Contractor will carry any and all necessary general liability, automobile liability, worker’s compensation, and employer’s liability insurance. In the event the Contractor fails to carry such insurance it shall indemnify and hold harmless the District, its agents and employees from and against any damages, claims, and expenses arising out of or resulting from work conducted by the Contractor and its agents or employees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Independent Contractor)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal or Supervisor)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director or District Administrator)

**INSTRUCTIONS**

- Complete this form and be sure that all blanks are filled in
- Agreement must be signed by the Independent Contractor
- Agreement must be signed by the Principal, Department Chairperson, or Supervisor
- Agreement must be signed by the Director or District Administrator.
- Attach a completed Form W-9
- Attach a copy of any contracts or any other necessary paperwork
- Attach a copy of any required liability insurance forms
- Complete an “**Independent Provider Payment Request**” form to initiate payment to the Contractor