

the artist's J.D. 

Independent Contractor Biz Info

A WORKSHEET FOR
CREATIVE ENTREPRENEURS

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Legal Nitty Gritty

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We've made our best efforts to prepare this guide, but laws change and the Internet is constantly changing. Because of that, we cannot make any representations or warranties about the contents of this workbook. At some point, the laws, links, or information contained in here will change. And since you have a static version, it'll be out of date.

I'm sure it goes without saying, but this workbook cannot be a replacement for working one-on-one with a lawyer. It's here to give you the tools and information you need to educate yourself about this aspect of your creative business and to empower you to take action. And as such it does not constitute legal advice.

INDEPENDENT CONTRACTOR BIZ INFO

DO THEY HAVE THE CORRECT LEGAL NAME?

Are they in control of the method and manner of performing the work?

 Y N

If you answered "no" then they are likely not an independent contractor, but an employee

Do you have a signed W-9?

 Y N

Do you have a signed independent contractor agreement?

 Y N

WHAT IS THE LEGAL NAME OF THE BIZ?

*Include the FBN/DBA, if legal name is different

WHAT'S THE BUSINESS CONTACT INFORMATION?

Phone Number

Address

Point of Contact

Email Address

WHAT KIND OF BUSINESS ARE THEY?

Sole Proprietor

LLC

Partnership

Corporation

The end

I hope this checklist made this topic a little less scary! If you want more legal resources like this, you can [join us in the artist's Courtyard](#). You can [join as a DIY-level member](#) (which is free!) or as a [Guide-level member](#) (\$37/month). When you join, you'll get instant access to actionable resources designed to help you achieve your goals—without a bunch of legalese.

Tweet me at [@kiffaniestahle](#) and let me know your biggest aha! moment or any questions.

If you'd like to connect on social media, as a photographer Instagram is my favorite, I'm [@kiffaniestahle](#) there (and most places).

I think every creative business should have a lawyer they trust on their team (just like you should have a CPA and PR maven). If you don't have one already and want to make a lawyer-friend, an amazing place to start is the Volunteer Lawyers for the Arts organization in your state. Here's the [state-by-state directory](#).