

Employee vs Contractor Self-Assessment

Self-Assessment Worksheet — ClearLegalTips.com (2026)

INSTRUCTIONS FOR USE

Misclassifying a worker is costly. This self-check uses common IRS/ABC-test factors. Tick what's true about the working relationship.

Part 1 — Tick What Applies

Tick each statement that applies to you:

- ☐ You control HOW the work is done (not just the result)
- ☐ You set their hours/schedule
- ☐ You provide the tools/equipment
- ☐ The work is part of your core business
- ☐ The relationship is ongoing/indefinite
- ☐ You pay a regular salary/wage (not per project)
- ☐ They work only for you
- ☐ You provide training

What Your Answers Mean

Mostly ticked: The worker looks like an EMPLOYEE — classify and withhold accordingly.

Few ticked: The worker looks like an independent CONTRACTOR — use a contractor agreement + W-9/1099.

Mixed: High risk — check your state's ABC test (esp. California AB5) and consult a pro.

Notes

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