

Remote Work Equipment & Stipend Checklist

Action Checklist — ClearLegalTips.com (2026)

Before the Box Ships

- ☐ Confirm the worker is a W-2 employee, not a 1099 contractor (equipping a contractor moves classification factors the wrong way)
- ☐ Complete Schedule A: make, model, serial number, condition, and value for every item
- ☐ Pick the model per item — company equipment, fixed stipend, or BYOD — and state which category each item lives in
- ☐ Set the stipend/reimbursement amount and the pre-approval threshold for extra purchases Tax & Reimbursement (Do It Right)
- ☐ Route stipend/reimbursements through an IRS accountable plan: business connection, receipts within 60 days, excess advance returned within 120 days
- ☐ If you pay a flat no-receipts allowance, label it honestly as taxable W-2 wages
- ☐ Build the budget to the strictest state you employ in — do not run one \$0-reimbursement policy nationwide
- ☐ Include the Section 4 state-law savings clause naming California Labor Code §2802 and 820 ILCS 115/9.5 Liability & Security
- ☐ Keep injury handling to workers' compensation — do not add an injury-waiver clause (it cannot waive those rights)
- ☐ Write the five security habits into Section 8: updated devices, disk encryption, password manager, VPN on public Wi-Fi, company-approved storage
- ☐ Limit remote-wipe consent to Company devices and data; require a separate BYOD addendum for personal phones Execute & Off-board
- ☐ Both parties sign and date; both initial any Schedule A changes
- ☐ Attach the signed agreement to the offer packet before equipment ships
- ☐ On separation, send a prepaid return label the same day; set the return window (default 5 business days)
- ☐ Never deduct unreturned-gear value from a final paycheck — invoice or use small claims instead

INSTRUCTIONS FOR USE

Work through this list in order for each remote hire. The clauses are cheap on day one and expensive to improvise later: the inventory nobody wrote, the stipend nobody taxed correctly, the laptop nobody returned. Consult a licensed attorney for your specific situation and work state.