Consultant

Form to Use: Consultant Form

Payment Process: Accounts Payable

A consultant is an Independent Contractor that is not a permanent employee of the BOCES. A Consultant is self-employed as a sole proprietor or as a corporation. Consultants work on a 1099 basis under the IRS rules. A Consultant has a Federal tax ID number and pay their own self-employment and income tax. The IRS has developed a 20 Factor Test, this tool distinguishes employees from an Independent Contractor or Consultant.

Submit completed Consultant Contract & Personnel Process Form to Deputy Superintendent. Prepare purchase order and submit for approval.



Deputy Superintendent will put on the Board Agenda/Addenda



Once the work is completed by the Consultant the invoice <u>MUST</u> be returned to the department for approval (no time sheets)



The department will submit the approved purchase order & original invoice to Accounts Payable for payment



The Consultant will be paid on the next scheduled warrant