PROTECT YOUR BUSINESS & PERSONAL ASSETS

Self-Employment Protection Checklist

FOR THE SELF-EMPLOYED

★ Business Structure Protection

- ☐ Form an LLC or Corporation
- ☐ Obtain an EIN from the IRS

★ Financial Separation

- ☐ Open separate business bank account
- ☐ Obtain business credit card
- ☐ Never commingle personal and business funds
- ☐ Maintain detailed transaction records
- ☐ Set up bookkeeping system

★ Documentation & Compliance

- ☐ Keep meticulous expense records
- ☐ Organize client agreements and contracts
- ☐ Track business miles, home office use
- ☐ Create invoice and receipt templates
- ☐ Establish document filing system

★ Tax Considerations

- ☐ Set aside money for quarterly taxes
- ☐ Track self-employment tax obligations
- ☐ Identify and document business deductions
- ☐ Consider consulting tax professional
- ☐ Research retirement account options

★ Legal Protections

- ☐ Create standardized client contracts
- ☐ Consider business insurance options
- ☐ Maintain annual compliance requirements
- ☐ Document business policies and procedures
- ☐ Stay current on local licensing requirements

FOR THOSE HIRING CONTRACTORS

★ Proper Classification

- ☐ Review IRS contractor vs. employee criteria
- ☐ Document independent nature of relationship
- ☐ Ensure contractors control work methods
- ☐ Verify contractors serve multiple clients
- ☐ Confirm contractors use own equipment/tools

★ Risk Management

- ☐ Verify contractors have business entity
- ☐ Request proof of contractor's insurance
- ☐ Never treat contractors like employees
- ☐ Focus communication on results
- ☐ Consider employment attorney consultation

★ Documentation Requirements

- ☐ Create proper contractor agreements
- ☐ Collect W-9 forms from contractors
- ☐ Issue 1099-NEC forms for $600+ payments
- ☐ Maintain records of contractor payments
- ☐ Document project scope and deliverables

★ Compliance Considerations

- ☐ Stay updated on contractor regulations
- ☐ File required IRS and state forms
- ☐ Consider state-specific classification rules
- ☐ Document classification decisions
- ☐ Periodically review contractor relationships

📞 NEED TO FORM A CORPORATION OR LLC?
We can help and we'll even waive the fees when you join the Corporate Veil

📞 **Phone:** 775-883-8484**Why Choose Laughlin Associates:**

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√ ***Laughlin Associates:*** *Building protection into your business from day one.*

Laughlin Associates does not provide legal or accounting advice.