

**Kent County Public Schools  
5608 Boundary Avenue  
Rock Hall, MD 21661**



**INDEPENDENT CONTRACTOR AGREEMENT**

This agreement will serve as written notice of services to be provided by the contractor, payment for such services by the Board of Education of Kent County (Board), authorized approval of this agreement, and any conditions the Board has regarding independent contractors.

**Contractor** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Social Security#/Tax ID #: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Statement of Services to be Provided:**

I will provide the Board with the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the period of: (include dates): \_\_\_\_\_

For these services, I will submit an invoice for : \$ \_\_\_\_\_

Accounting Code to be \_\_\_\_\_ **(not valid unless completed).**  
Charged: \_\_\_\_\_

THE BOARD OF EDUCATION OF KENT COUNTY MAY TERMINATE THIS AGREEMENT UPON FIFTEEN (15) DAYS WRITTEN NOTICE, WITH OR WITHOUT CAUSE.

Conditions regarding independent contractors:

Contractor is not an employee of the Board. Contractor is responsible for all income taxes and self-employment taxes regarding this payment. Contractor is not covered under Board's workers compensation policy or entitled to any unemployment benefits regarding this agreement. Contractor to submit detailed invoices requesting payment upon completion of services. Contractor is responsible for their own training, tools, supplies, travel, and all other agreement related expenses. Contractor may receive an IRS Form 1099 at end of calendar year summarizing all non-employee compensation. Contractor must provide a social security or tax identification number whether or not required to file a tax return. The Board will withhold 31% of payments to a contractor who does not furnish social security or tax identification number. Certain penalties may also apply.

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent/Supervisor of Finance \_\_\_\_\_ Date \_\_\_\_\_