

EXTERNAL CONTRACTOR PAYROLL AGREEMENT

1. AGREEMENT PARTIES

Contracting Company Details

COMPANY NAME

REPRESENTATIVE NAME & TITLE

ADDRESS

EMAIL / PHONE

Subcontractor Details

CONTRACTOR NAME / BUSINESS NAME

TAX IDENTIFICATION NUMBER / SSN

ADDRESS

EMAIL / PHONE

2. TERM AND SCOPE OF SERVICES

EFFECTIVE START DATE

TERMINATION / COMPLETION DATE

DESCRIPTION OF SUBCONTRACTED SERVICES

--

3. COMPENSATION AND PAYROLL TERMS

PAYMENT BASIS (SELECT ONE)

- Hourly Rate
- Fixed Project Fee
- Milestone Payments

Other

Payment Milestone / Deliverable	Rate / Amount	Estimated Payment Date

INVOICING FREQUENCY (E.G., WEEKLY, MONTHLY)

PAYMENT TERMS (E.G., NET 15, NET 30)

4. PAYMENT METHOD DETAILS

Direct Deposit (ACH)

Wire Transfer

Paper Check

BANK NAME

ROUTING NUMBER

ACCOUNT NUMBER

ACCOUNT TYPE (SAVINGS/CHECKING)

Terms of Agreement: The parties agree that the Subcontractor is an independent contractor and not an employee of the Contracting Company. The Subcontractor is solely responsible for all federal, state, and local taxes, insurance, and withholding obligations. Payments will be disbursed strictly in accordance with the payment terms outlined above, contingent upon the timely receipt of approved invoices and completion of specified deliverables.

CONTRACTING COMPANY AUTHORIZED REPRESENTATIVE

SIGNATURE

PRINTED NAME

DATE

SUBCONTRACTOR AUTHORIZED REPRESENTATIVE

SIGNATURE

PRINTED NAME

DATE
