

# FREELANCE CONTRACTOR PAYROLL AGREEMENT FORM

## Subcontractor Payment Setup & Terms

### CONTRACTOR INFORMATION

---

FULL NAME / BUSINESS NAME

---

TAXPAYER ID / SSN

---

EMAIL ADDRESS

---

PHONE NUMBER

---

MAILING ADDRESS

---

### CLIENT / COMPANY INFORMATION

---

COMPANY NAME

---

AUTHORIZED REPRESENTATIVE

---

COMPANY ADDRESS

---

### PAYMENT & COMPENSATION TERMS

---

PAYMENT RATE (E.G., HOURLY, FLAT, PER PROJECT)

---

PROJECT / CONTRACT START DATE

---

PAYMENT FREQUENCY

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Upon Project Completion

INVOICE SUBMISSION DATE/DEADLINE

---

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

---

**DIRECT DEPOSIT AUTHORIZATION (OPTIONAL)**

---

BANK NAME

---

ACCOUNT TYPE (CHECKING / SAVINGS)

---

ROUTING NUMBER

---

ACCOUNT NUMBER

---

**AGREEMENT & DECLARATIONS**

---

- 1. Independent Contractor Status:** The Contractor acknowledges that they are performing services as an independent contractor. Nothing in this agreement shall be construed to create an employer-employee relationship. The Contractor is not eligible for company benefits, health insurance, paid time off, or retirement plans.
- 2. Tax Responsibility:** The Contractor assumes sole responsibility for all federal, state, and local withholding taxes, FICA, FUTA, and self-employment taxes. No taxes will be withheld by the Client unless required by backup withholding laws.
- 3. Invoicing:** Payments will be processed based on submitted and approved invoices in accordance with the schedule specified above.

CONTRACTOR SIGNATURE

---

PRINT NAME

---

DATE

---

CLIENT AUTHORIZED REPRESENTATIVE SIGNATURE

---

PRINT NAME

---

DATE

---