

Dutchess **BOCES**

INDEPENDENT CONTRACTOR REQUEST FORM

****REMINDER: PLEASE MAKE SURE THAT ACTIVE ERS OR TRS CONSULTANTS ARE HIRED UNDER THE APPROPRIATE STATUS.**

TO: **MATTHEW METZGER, SCHOOL BUSINESS OFFICIAL**

FROM: _____ PREPARED BY: _____

DATE: _____

NAME & ADDRESS OF CONTRACTOR _____

DATES OF SERVICE: _____

HOURLY RATE: _____ FOR A TOTAL CONTRACT AMOUNT OF \$ _____

DAILY RATE: _____ FOR _____ HOURS A DAY

TOTAL CONTRACT AMOUNT OF \$ _____

DETAILED DESCRIPTION OF DUTIES OR SERVICES PROVIDED: _____

**IF CONTRACTOR IS RETIRED FROM ANY NEW YORK STATE RETIREMENT SYSTEM
PLEASE STATE THE SYSTEM AND THE TIER.**

SYSTEM : _____ (TRS, ERS, etc.) **TIER** _____

If YES, we are required to submit this contract prior to it taking effect, or as soon as they are signed. Failure to do so may result in a substantial loss of a retiree's pension benefits. The maximum earnings are currently \$30,000.

DOES CONTRACTOR NEED TO BE FINGERPRINTED? YES _____ NO _____

Please note: If it is determined that the employee needs to be fingerprinted, please have them call Joan Goldhammer in the Human Resources Department at 486-8086.

CONTRACT APPROVED _____ DISAPPROVED _____ BY _____