

# Dutchess **BOCES**

## INDEPENDENT CONTRACTOR REQUEST FORM

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

TO: **SHERRE WESLEY, ASST. SUPT. FOR BUSINESS SERVICES**

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 \_\_\_\_\_