

WINSTON COUNTY SCHOOLS CONTRACT FOR SERVICES

In accordance with the Policy authorizing the Superintendent to enter into contracts to secure specialized goods and/or services, this agreement between _____ (hereinafter the Contractor) whose mailing address is _____ and the **Winston County Board of Education**, a local education agency, with principal offices located at 25101 Highway 195 South, Double Springs, Alabama 35553 (Mailing address: P.O. Box 9, Double Springs, Alabama 35553), sets forth the following terms and conditions for the provision of payment for contracted services:

1. _____ services will be provided to the Winston County Board of Education.
2. These services will be provided between the dates of _____ and _____.
3. The rate of pay will be \$_____ per hour. Time worked on this contract shall not exceed a total of _____ hours per week. Timesheets must be kept and provided to the school bookkeeper by the last day of each month.
4. This contract may be terminated by the Contractor, or by the Winston County Board of Education upon 10 days written notification to the Office of the Superintendent, P.O. Box 9, Double Springs, Alabama 35553.
5. Funds for this contract are available from _____.
6. This contract constitutes the entire and only agreement between the parties and may only be amended by written instrument with authorized signatures by the parties hereto.
7. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Please select the statement that applies to the Contractor:

_____ I am an independent contractor because I do not work under the direct supervision of the Winston County Board of Education or its employees. The wages I earn under this contract will be paid to me through the accounts payable process and reported to me and the IRS according to 1099 guidelines. **(A W-9 and I-9 must be attached to this contract before payment can be made.)**

_____ I am an employee because I work under the supervision of the Winston County Board of Education or its employees. The wages I earn under this contract will be paid to me through the payroll process and reported to me and the IRS according to W-2 guidelines. **(All applicable tax forms must be filed with the payroll clerk before payment can be made.)**

Signature of Contractor _____ SSN _____ Date _____

Signature of Superintendent _____ Date _____

Contractors cannot begin work without Superintendent's signature.

Central Office Use	P/R _____	Employee # _____	H/R _____
	A/P _____	Vendor # _____	W-9 _____
Revised 1/21/2013	Attention: _____	G/L Code: _____	