



California Court Reporters Association

Advancing our profession
for over 100 years. >>>

The background features a series of concentric, semi-circular lines in various shades of blue, radiating from the right side of the frame. Interspersed among these lines are small, light blue dots, creating a dynamic, wave-like pattern.

The Business Side of Freelancing:

What Freelancers (ICs) Should Know

Disclaimer

Disclaimer: This is intended to be a general guide. The authors are **not** attorneys, accountants, or tax advisors. Every effort has been made to offer current and accurate information, but errors can occur. We assume no liability for errors, omissions, or information that may be different in your area or change over time. References to certain laws, regulations, and practices may change over time and should be interpreted only in light of particular circumstances. Information is presented “as is” with no guarantees of completeness, accuracy, or timeliness. *Please consider the appropriateness of any information for you and your business.*

Please consult your attorneys, CPAs, business advisors, or tax advisors with questions or when making business or legal decisions. No portion of this is to be construed, under any circumstances, as legal advice!

When selecting advisors, be sure they are familiar with current state and federal independent contractor law.

Terms

- Independent Contractor (IC)
- Freelancer

Please note that we will use the terms independent contractor, IC, and freelancer interchangeably, as they mean the same thing for our purposes.

What is an IC?

In our experience, many need help understanding what it means to be an independent contractor and would benefit from learning the implications, what to do, and how to do it.

Frequently, they assume it is as simple as going to work and collecting a check, and they don't think about anything beyond that.

This slide deck is to inform you, educate you, to make you understand that it is more complex and may require more attention and consideration than you are currently giving.

Are you an IC?

You want to be a freelancer.

Does that mean you are one, automatically? No, it does not. You may only be an independent contractor when and if it is legal to be one – more specifically when your relationship with a company does **not** meet the definition of employment. Otherwise, the government may consider you to be misclassified by the company, **regardless of what you want or intend.**

Laws vary from state to state. Know yours.

Are you an IC?

This website may help you better understand:

<https://www.dol.gov/agencies/whd/flsa/misclassification/myths/detail>

Note: The above website was written from the viewpoint that unless specifics are met, the worker should be an employee; and that to be an IC it is crucial that you are in business for yourself not just on paper, but in fact; and that your relationship with the entities you work with does not meet the legal definition of employment.

You run a Business

To start, you must understand this:

Freelancers (aka Independent Contractors) are self-employed, which means they run their own businesses.

It is crucial to recognize that, whether a sole proprietor, LLC, partnership, or corporation, **an IC owns a business, runs a business, and performs services through their business.**

As an IC/freelancer, you are not like an employee of an agency in any way, shape, or form. You contract with agencies; they are **not** your employers. You are a vendor. You contract **with** them, providing services through your business. You do not work **for** them.

What does it Mean to be a Business?

Are you running your business correctly?

What does (or should) a business owner do?

The following pages contain what are considered “good practices” for businesses.

- Our purpose is to inform you about these practices.
- We are not telling you what you should do or what makes sense for your situation.

Have and Use Business Advisors

At a minimum, we recommend having a CPA or an accountant

- Bookkeeping and taxes
- Advice on business structures, etc.
- It might also be useful to consult an attorney
 - Preferably one who is knowledgeable in the legal issues that surround independent contracting

1) EIN Number

- An Employer ID Number (EIN) is a business tax ID number issued by the IRS.
- Also called Taxpayer ID Number, Federal Tax ID Number, or Federal Employer ID Number, it is abbreviated in many ways (EIN, TIN, TID, or FEIN)
 - You do not need to have employees to have an EIN
- Corporations and many LLCs must have an EIN
- Sole Proprietors and Single-Member LLCs are highly encouraged to use an EIN rather than their SS number.

There are many benefits of having an EIN, including the following:

EIN Number

- Separates your business and personal finances
- Protects against identity theft: An EIN keeps your Social Security number more private by removing it from your business dealings.
- Helps avoid specific tax penalties: For deducting your home office and similar business-related deductions, the chances of an IRS audit decrease if you have an EIN.
- Using an EIN makes it obvious you are running a business. Using a social security number might make it look like you are an individual and therefore an employee. Many agencies prefer to contract with ICs that use an EIN.
- It's free and easy to get an EIN from the IRS.

How to get an IRS EIN

Applying for a Federal Tax ID Number, aka Employer ID Number, is easy and free!

How To:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Once you have it, you may need to inform your bank

- Some banks may require a separate checking account for your business
- Some banks may require a business name if you are a sole proprietorship with an EIN
 - Both of these are good practices anyway

A note about EIN and SS# in California

- California law requires that for some ICs who must receive a 1099 (an individual or sole proprietor paid more than \$599), the agency must also submit a form DE 542.
- This form is used for purposes of child support issues.
- It doesn't matter if you are not divorced or do not have children, or live in another state. It must be submitted for all above-indicated ICs each calendar year.
- The DE 542 requires a social security number.
- Thus, for these ICs, California agencies will require both your EIN and your SSN -- the former for tax purposes, the latter for form DE 542.

2) Business Structures

There are several ways of structuring a business. These offer increasing amounts of legal protections and differing tax advantages. However, they are also increasingly more expensive to have and maintain (state fees, tax preparation, etc.).

- Sole Proprietorship
 - Fictitious business name (FBN) aka Doing Business As (DBA)
- Limited Liability Company
- Corporation

Business Structures

Again, **you are in business**. You should pick the best structure for your circumstances. Ask your advisors.

If a sole proprietorship is best for you, it is still good practice to obtain and use a Federal Employee Identification Number (EIN) and a business name or a fictitious business name (FBN, aka DBA), as determined by your local regulations. Using an EIN and business name demonstrates to potential agencies and clients that you are serious about your freelancing business. Using your SSN and your personal name may give a less professional impression.

Business Structures

- Most ICs are a business of one: you, yourself.
- However, corporations need an officer to manage the corporation; all officers are employees.
 - Employees must be paid W-2 income, taking out the appropriate taxes.
 - You cannot just take dividends; in other words, there are rules that must be followed when taking money out.
 - This also is true for some forms of LLC.

Business Structures

- That said, due to certain regulations or business strategies, you may decide to work as an independent contractor with your corporation, contracting with your corporation to provide your services.
- Consult your accountant/advisor about the best business structure and strategy and the tax ramifications for your situation.

How to form a Corporation or LLC

- Corporations and Limited Liability Companies are formed with your state and then registered with the IRS.
- While not particularly hard to create, specific procedures and government filings must be completed periodically, and there are accounting practices that must be followed.
- Because of this, we suggest consulting with your accountant or attorney if this is the direction you choose to take.
- If forming a single-member LLC, we again highly recommend you get an EIN rather than using your SSN.

How to Register an FBN/DBA

- Again, it is preferable for you to use a business name. A “Fictitious Business Name” is a name that does not officially belong to a legal entity (corporation or LLC) or, for an individual, does not include your last name and the type of service or product provided. (This is mainly a concern for sole proprietorships.)
- Typically, to use an FBN, it must be registered. *However, the rules may not be the same everywhere. Ask your accountant or attorney if unsure.*
- For example, John Smith Captioning probably does not need to be registered as an FBN. Smith Services, Blue Sky Captioning, or Blue Sky Services would probably need to be registered as an FBN if used by a sole proprietor.
- Fictitious Business Names (FBN, aka Doing Business As or DBA, or Trade name) are usually handled by the municipality or county where your home office is located. They typically cost about \$100 to register and are renewed every three to five years.

How to Register an FBN/DBA

- Corporations and LLCs need to register an FBN to do business under any name that does not match their official name. *(This will not pertain to the vast majority of you, but we wanted to include it for complete information.)*
- **Fictitious Business Name rules differ by state** (and in your state, they may vary by county, city, etc.) Please consult your local government resources, accountant, or attorney.
- **How To:** Search the internet for: “<your city name> Fictitious Business Name” to find out how to register and the requirements for your area.

How to Register an FBN/DBA

- Before filing, you should check whether your chosen FBN is available. Google is your friend. You can search for the name, for “FBN search” in your locale, and your state’s corporate/LLC database.
- Be aware that many municipalities require you to publish your FBN in a local paper as part of the registration process. This isn’t hard to do.
- Be creative in selecting your unique business name!
- When in doubt, ask your accountant or attorney. *(It probably can’t hurt to register an FBN, even if you don’t technically need to.)*
- We again highly recommend getting an EIN rather than using your SSN.

3) Business License

Many (but not all) municipalities require you to have a business license.

- Also called a Tax Registration, Tax Certificate, Business Permit, etc.
 - Note: A business license differs from an FBN, LLC, or Corporation filing. Per Wikipedia, “Business licenses are permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government.” There is usually an annual renewal and a nominal fee or tax associated.
- Check your city, county, and state websites to see if one is required.

Business License

- Note that if you contract with California agencies (specifically Referral Agencies), the law states you must certify to those agencies that you have any required business licenses. There may be a clause or section in agency contracts where you affirm this. This condition applies even if your business is not in CA. Note that you may be misrepresenting yourself if you work with a CA referral agency and do not have a business license, if required.
- Agencies may want to keep a current copy of business licenses on file.
- Technically, if your municipality requires a business license, you should not work without one.

How to get a Business License

- If required, business licenses, aka business tax certificates or business tax registrations, are usually issued by the city, town, or county where your home office is located. Note, some states may also require and issue business licenses.
- **How To:** Searching the internet, for example, for “<your city name> business license” should show you how.
- Alternatively, search for “tax certificate” or “tax registration” instead of “business license.”
- This shouldn't cost you more than \$100 a year. (You might not want to say you've been in business for years without one, or you might get billed for past-due fees.)
- If you have a business name, your business license should be in the business's name, not your personal name.

Business License

- An excellent time to do this is right after you get your EIN and FBN and/or set up your LLC or corporation – **but don't put off getting your business license, as it may be legally required if you are working.**
- If at any point you change your business name or structure, or if you move, you will need to look into updating or obtaining a new business license (aka tax registration/certificate)
- These are typically renewed annually

4) Banking

If you operate your business under a legal entity separate from you -- such as an LLC or corporation -- you are legally required to separate your company's finances from your personal finances.

While this doesn't necessarily mean you need a business checking account, it does make good sense. There are several reasons accountants, lawyers, and some banks recommend you do this.

Note: One advantage of having a corporation or LLC is that it legally separates your business and personal assets. Comingling your funds may jeopardize this. As always, discuss the best course of action with your advisors.

Banking

- This may be a good strategy to keep your finances separate:
 - Obtain a business checking account
 - Use an Employer Identification Number (EIN)
 - Keep separate accounting and bookkeeping records for your personal and business finances.
 - Pay yourself from the business checking account
 - This will make taxes more straightforward to prepare

5) Insurance

Businesses typically have insurance and some clients require it. Check to see which types of policies are best for your business.

- General Liability
- Professional Liability, also called Errors and Omissions
- Equipment
- Disability/Incapacity/Business Interruption
- Automobile (for onsite work)
 - Your personal coverage may work
 - May also be included in General Liability

How to obtain Business Insurance

- Business insurance is readily available from numerous brokers.
 - State or national associations, such as CCRA and NCRA, often make policies available to their members
- Additionally, you can do a quick google search to find one in your area.
- Consult your attorney or other business advisors about what types of insurance are recommended for your situation. They may also recommend a broker.

6) Advertising

Advertising helps identify you as a business and demonstrates that you are offering your services professionally. There are several things you can easily do.

- Company Website
- Company Facebook page
- Company LinkedIn page

Of these, a website is preferable, as paid advertising is an investment and therefore demonstrates more commitment to your business. However, as the others are free and quick to set up, they can easily be done instead of or in conjunction with a website.

How to Create your own Website

- First, you will need to register a domain name. (www.yoursite.com)
Check <https://instantdomainsearch.com/> or a similar site to be sure your preferred URL name is available.
- Got your website name? Great! There are many hosting companies that make it easy and inexpensive to create and have your own website.
 - Squarespace may be the most popular, but there are many competitors
 - <https://www.Squarespace.com>
 - <https://www.tooltester.com/en/blog/squarespace-alternatives/>

How to Create your own Website

- The hosting companies also usually provide domain name (e.g., www.sarahjonescaptioning.com) registration services, which cost around \$10 a year.
 - If not, there are numerous registration companies, such as www.godaddy.com
- Hosting companies often provide tools that make creating the site easy and fun, whether or not you are an artist. No programming required! Be sure to include your company name, a description of your services, and your contact information.
- The website itself can be \$10-\$30/month, depending on the hosting site.

Other Web Advertising

Other web advertising you can do (*these are free!*):

- Facebook
 - Personal page – include your profession, referring to your company
 - Company page – include company name, a description of your services, and contact information
- Linked In
 - Personal page – include your profession, referring to your company
 - Company page – include company name, a description of your services, and contact information

Print Advertising

The following printed items are also good practices and useful for potential agencies and clients. Agencies may want to collect them and keep them on file. (Digital versions are usually acceptable.)

- Business Card
- Advertising Flyer
- Business Bio/Work History
- Rate Sheet - A good starting point for negotiating rates

Samples of the above can be found in Appendix II

Business Cards and Rate Sheets

Business cards and rate sheets are quick and easy to make using MS Word, Google Docs, etc.

- Rate Sheet
 - Include your company name, contact info, rate categories, and the rate itself.
 - Possible rate categories: onsite, remote, classroom, meeting, conference, lecture, legal/medical/technical/scientific, standard hours/after hours/last minute, foreign language, graduate school, etc.
 - Categories and rates can be negotiable with agencies and direct clients
- Business cards
 - Avery has templates you can use:
<https://www.avery.com/templates/category/business-cards>

Other Artifacts

A few more things you can do with MS Word, Google Docs, etc., in just a few minutes:

- Advertising flyer
 - Doesn't need to be fancy, just something to show agencies and direct clients that they can keep in their files (imagine a magazine ad): Company name, services offered, contact info, some interesting graphics, etc.
- Business biography/work history
 - Note: not a personal resume, but the same basic information *for your company*
 - List of agencies and clients you have worked with, including dates; your education (as the owner and service provider); list of professional certifications; etc.

State and Local Business Certifications

Many states and some counties or other localities offer certifications to aid and promote businesses and entrepreneurs, such as:

- Woman owned
- Veteran owned
- Small Business (and even Micro Business)

Obtaining these certifications is usually straightforward and relatively easy to accomplish if you qualify.

Having one or more of these may aid you in obtaining clients. For example, many government agencies give preference to vendors with these.

They are yet another means of demonstrating that you are a legitimate business.

Keep Agencies Up to Date

- Business name, EIN, structure, or address change?
 - Send a new and correct W-9 ASAP to all agencies
 - Agencies need to keep tax records current and accurate
 - Agencies may need to update or create a new contract with you
 - If you have direct clients, you'll need to provide updated info/contract
- Banking change?
 - Notify agencies ASAP if you have direct deposit

Keep Agencies Up to Date

- New or updated business licenses, insurance, professional certifications, business cards, rate sheets, websites, etc.?
 - Agencies will want to keep their files up to date
 - Provide updated documentation and information ASAP to agencies
 - You'll also want to update any direct clientele

In Summary

Ensure any agencies you contract with have current copies of the following:

- Business License
- Form W-9
 - Federal EIN
 - Business name, FBN (DBA), or an LLC or Corporation name
- Banking info (for direct deposit)
- Any advertising info and print matter
- State/Professional Certifications
- Certificate of Insurance

Other than skill certifications, everything should use your business name.

Other Useful Info

Contracts:

As a business, the agencies you contract with are not your employers. You contract **with** them; you do not work **for** them. Thus it is important to have a written independent contractor or vendor contract with each agency.

Contracts should specify items such as pay rates and terms, services to be performed, and other elements specific to the work and relationship.

Other Useful Info

Breach of Contract:

Once you agree to a job, you are contractually bound to complete it. If you do not, while there may be mitigating circumstances, it is possible you could be in breach of contract and potentially sued for damages. The agency is also bound to the terms of the agreement. As there are things that are out of your control (equipment failure, sickness, last-minute time-off needs, etc.), it is suggested that your contracts with agencies include a clause that they will assist in finding substitutes for these common situations. Similarly, they may contain terms that allow the client to cancel a job or select a different service provider if they (**not the agency**) decide things are not working out as well as they'd like.

Other Useful Info

Professional Certifications:

Contracting is usually only an option for skilled professionals. Therefore, to demonstrate your professionalism, you are advised to maintain memberships in professional organizations -- such as CCRA, NCRA, or NVRA -- and obtain certifications demonstrating your extensive skills and education.

Other Useful Info

Training:

Agencies are not allowed to train independent contractors or pay for their training. You are expected to be a skilled professional who comes to the job fully prepared and ready to go. (Note: Orientation to agency procedures is allowed.)

Skills:

In addition to your specific skills, you must thoroughly know any computer hardware, software, and applications necessary to do the job. You will need to be able to troubleshoot and solve technical problems that may occur.

Other Useful Info

Equipment, Tools, and Venue:

Agencies are not allowed to supply equipment, tools, software, or a place of business (venue) for the job. Freelancers, as independent businesses, are expected to provide this for themselves.

Agencies may use administrative tools, such as email, scheduling software, billing software, etc.

Other Useful Info

Multiple Clients:

It is highly recommended that you contract with multiple clients -- agencies and/or directly with clients or consumers -- to ensure you can fill your schedule and help guard against downturns.

Invoicing:

It is essential to track all work performed and issue written invoices for billing, including job descriptions, times, dates, payment rates, total due, etc. Invoices should be submitted regularly. (Agencies may have procedures and processes that aid with this.)

Other Useful Info

Control:

As a contractor, agencies are not allowed to dictate how you perform your services. They cannot stipulate the means and manner as to how you provide your services. You are in control of the services you perform. This also means you decide which clients and consumers you will work with and which agencies you will contract with. You set your own work, vacation, and holiday schedule (what jobs, days, hours, etc.); you negotiate your rates; you choose your continuing education, equipment, advertising, etc. In other words, you manage your business.

Note: Routinely, the consumer will provide the client with details of their needs. The client forwards the consumer's requests to the agency, which passes that to the service provider in the job offer.

Other Useful Info

Control:

Agencies are not allowed to supervise, review, or evaluate your performance.

Similarly, they may not require ICs to submit reports, attend meetings, or follow policies and procedures regarding their work.

Nor may they expect freelancers to represent their company. They cannot require company uniforms, business cards, or ID badges.

However, it is OK to expect ICs to act in a professional manner and to conform to industry standards (such as Codes of Conduct) and any legal requirements of the profession.

Why people are Freelancers

What are your reasons for being an independent contractor?

- Freedom, self-determination
 - Being your own boss
 - Control and independence
- Pick your clients
- Pick the jobs
- Pick your hours
- You may earn more
- Qualified expenses are deductible
- There may be other tax benefits

Things to be aware of when Freelancing

- Risk
 - Will you have enough clients and jobs?
 - Will you make enough money?
 - Will you lose your investment?
- Business expenses (a few examples):
 - Banking, tax prep
 - Advisors (attorney, accountant, etc.)
 - Business license (aka business tax registration certificates), other fees
 - Insurance, advertising
 - Training, equipment and software
 - Association memberships, certification fees
- Potential liability for business debts
- Increased risk of not being paid

Things to be aware of when Freelancing

- No shared social security taxes
- No tax withholding
- No benefits:
 - No paid sick leave
 - No paid vacation
 - No paid health insurance
 - No retirement plan assistance/matching
 - No Workers' Comp
- No unemployment insurance
- Quarterly tax payments

Things to be aware of when Freelancing

Although freelancers do not receive company benefits, keep in mind that part-time employees may not receive benefits either. Neither one is necessarily better or worse than the other, just different.

Many freelancers piggyback on the benefits of an employed spouse. Others may structure their own health insurance, retirement accounts, etc.

Unemployment Insurance

This is often a source of confusion with ICs.

Many do not understand this:

- Eligibility for Unemployment Insurance varies from state to state.
- Freelancer (1099) income **may not** qualify, as freelancers are not employees and, as such, do not pay into Unemployment Insurance.
- **Remember: Agencies are not your employers.** If you are a bona fide freelancer, you run a business that contracts with agencies.
- Typically, only W-2 income sources are listed as employers on a UI application. True 1099 income usually doesn't qualify, so those sources should probably not be listed. Check with your advisors.

Unemployment Insurance

- If you are doing freelance work as a corporation or LLC and are paid as an employee (W-2) **by your own company**, you may be able to list **your company** as your employer for Unemployment benefits.
 - This may be a reason to form an LLC or incorporate.
 - Check with your advisors.

W-9

The Form W-9 must be filled out correctly.

- It is as crucial as any other legal document
- All fields on the W-9 must match the information on your IRS returns/filings
- Notice it asks for a business name. That is a big clue that ICs are running a business!

W-9

General guidelines – but ask a professional if you are not sure:

- Line 1 is for the name you use when filing taxes.
 - This is the business name for a corporation and some LLCs
 - This is your legal personal name for a sole proprietorship
 - Some LLCs, like Single Member LLCs, may be tricky – consult your advisor
- The name in line 1 should correspond to the name for the Tax ID number you use (SSN or EIN).
- Line 2 is for a DBA/FBN or other business names

W-9

This video may be helpful:

<https://www.irsvideos.gov/Individual/Resources/HowToCompleteFormW-9>

Remember: Guessing is not an option.

Check with your advisor if you need more clarification about completing your W-9, such as which boxes to check, or if you have any other questions about correctly filling out this form.

Accuracy is important.

W-9 (for Businesses)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	
<input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
		Social security number [] [] [] - [] [] - [] [] [] []
		or Employer identification number [] [] [] [] - [] [] [] [] [] [] [] []

W-4 (for Employees)

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

NOTE: Does not ask for a business name! Asks for withholding status. There is no withholding for freelancers.

Appendix I - References

Minimum Requirements for an IC:

<https://www.nolo.com/legal-encyclopedia/minimum-requirements-working-independent-contractor-29978.html>

How to Become an IC:

<https://www.goodfinancialcents.com/how-to-become-an-independent-contractor/>

Business structures:

<https://www.sba.gov/business-guide/launch-your-business/choose-business-structure>

<https://www.thebalancemoney.com/how-to-and-why-you-should-establish-a-separate-entity-4582770>

Business Banking:

<https://www.fool.com/the-ascent/small-business/business-checking/>

References

How to Start a Business:

<https://www.nerdwallet.com/article/small-business/how-to-start-a-business>

<https://blog.hubspot.com/sales/how-to-start-a-business>

<https://www.forbes.com/advisor/business/how-to-start-a-business>

<https://www.usa.gov/start-business>

<https://www.shopify.com/blog/how-to-start-a-business>

Insurance:

<https://www.nerdwallet.com/article/small-business/business-insurance>

<https://www.forbes.com/advisor/business-insurance/best-small-business-insurance/>

General Reference:

<https://www.freelancersunion.org>

Appendix II - Sample Print Advertising

Sample Advertising Flyer:



Air Into Words Captioning, Inc.




**Realtime Captioning
Services**

Anytime. Anywhere.

Contact us at:
www.AirIntoWords.com
760-555-6666

Free Quotes!

Sample Business Card:



Air Into Words Captioning, Inc.

Jane Doe, CRC jane@airintowords.com
Owner & CEO 760-555-6666

www.AirIntoWords.com

Realtime, while you watch!

Sample Rate Sheet:



Air Into Words Captioning, Inc.

Tax ID #99-9919191
9999 Any Street
Anytown, ZZ, 99999
www.AirIntoWords.com
760-555-6666
info@airintowords.com

Rate Sheet

Services Available

Remote Realtime Captioning

High School \$60/hr

College (Undergrad) \$70/hr

College (Graduate) \$100/hr

Highly Technical +\$20/hr

Meeting \$70/hr

Conference/Lecture \$80/hr

Legal/Medical, etc. +\$10/hr

Evenings/Weekends +\$10/hr

Last Minute +\$10/hr

Payment Terms

Net 30

We do not require credit applications

We accept payment by check or direct deposit

Something missing? Call for Rates!

Sample Business Bio/Work History:

Air Into Words Captioning, Inc.



9999 Any Street
Anytown, ZZ, 99999
760-555-6666
info@airintowords.com

Certified Small Business #: 33-2325
Certified Woman Owned Business #: 22-4354

Client List / References:

- 2012-Present University of East Virginia
 Undergraduate and Graduate classes
 Specializing in Math, Engineering, Physics and Chemistry
 Contact: Office of Student Support 333-555-3434
- 2012-Present ACME, Inc.
 Technical Business Meetings
 Marketing Business Meetings
 Executive Business Meetings
 Contact: HR Dept. 444-555-3434
- 2014-2017 Annual NAD Conference
 Contact: Convention Planning 666-555-3434
- 2013-2015 Anytown, USA
 Town Hall Meetings
 City Council Meetings
 Contact: Admin Support 777-555-3434

About Jane Doe, Owner & CEO

Associations & Certifications

- 2011-Present NCRA Certified Realtime Captioner (CRC)
2010-Present Member, National Court Reporters Association (NCRA)

Educational Background

- 2011 Certificate of Completion, Captioning How-To: Beyond Court Reporting
2010 Graduate, Steno School of Southern Hawaii

www.AirIntoWords.com



California Court Reporters Association

Advancing our profession
for over 100 years. >>>