

ICBA \ Independent Contractor Checklist

Working independently requires that you get organized, and the ICBA is here to help. We've developed an easy-to-use Independent Contractor Check List so that you can stay focused on what matters. As you think about running a successful business as a self-employed contractor, be sure to check off these important considerations.



Finance

Budgeting as an independent contractor must be done, even with varying income levels and multiple revenue sources. If you need to improve your financial planning skills, here are some to-dos to keep in mind:

- Separate your personal and business finances** – Make sure you have a separate checking account for business activities.
- Track your business expenses** – Keep track of receipts, log mileage, and other business expenses and summarize monthly so you're prepared come tax season.
- Prepare a monthly financial report** – Review revenue and expenses to determine your net income.
- Forecast your net income** – Take a look at your predicted revenue and expected expenses for the next 90 days. Make sure you have enough work lined up to meet your needs.
- Set aside your tax payment** – Estimate your tax liability for your expected net income and set aside or earmark that money, so that you're not in a pinch come tax season.
- Reduce or eliminate your debt** – Develop a plan for tackling your credit card debt and research refinancing your student loans. Learn more about eliminating debt [here](#).
- Create an emergency fund** – Putting money aside for unplanned expenses will keep you stable when work is scarce.
- Plan for the future** – Equip yourself with the tools and resources to be financially successful: start saving, invest in yourself, and eliminate debt.



Insurance

When independent contractors neglect to get insurance and get sick or have an accident, it can lead to financial ruin. Utilize these tips as you consider insurance options.

- Make sure you're covered for unexpected medical expenses** – Look for free health discount programs and affordable accident plans to protect yourself and your family financially.
- Prepare for the future** – Think about your health insurance needs and budget. Start considering your options so that you're ready come open enrollment season.
- Pay the lowest premiums possible** – Compare quotes to make sure you're getting the best price for your health, home, and auto coverages.



Tools & Resources

Seek out resources to become or continue to operate as a successful independent contractor. Use this list to help expand your knowledge.

- **Get educated** – Start reading about independent contractor related news and resources.
- **Don't overpay** – Find ways to save money, even in slow work periods. Use coupons and promo codes for business and personal expenses. Opt for free software and free trials when applicable. Join discount programs.
- **Utilize tech resources** – Use apps and tools to help you search for jobs, legal resources, tax support, and more.
- **Find professional help** – Do you have the names of, or an established relationship with, a trusted banker, accountant, and lawyer? If not, you should — their expertise is invaluable and will save you time and money in the long run.
- **Protect your identity** – Only visit websites that you can trust. Watch out for spam and suspicious emails. Enroll in identity monitoring. Never give access to your credit card or bank account online.
- **Always have a plan** – Measure your progress towards your stated goals and keep a record of your successes and failures. Determine changes to your plan of action and course-correct as you go. Always think ahead a few months and take small steps towards accomplishing your goals.