



### **CLIENT REPRESENTATIONS ON SCHEDULE C**

- Is there a written employment contract between the parties?
- Are time records kept at the time of work performance?
- Is there a written job description?
- Is the employee paid periodically?
- Is there an I-9 on file for the employee?
- Is there an W-4 on file for the employee?
- Are payroll returns filed regularly?
- Are W-2 forms issued?
- Does the employee deposit the check in his/her own bank account?
- Are wages comparable to the fair market wages for equivalent work?

### **Client Signature Box**

**Client Signature** \_\_\_\_\_ **Client Date** \_\_\_\_\_

**Tax Year** \_\_\_\_\_ **Tax Form** \_\_\_\_\_