Jabian Contractor Guidelines

- All Contractor agreements by and between Jabian, LLC and the independent contractor are Corporation to Corporation arrangements. Before Jabian, LLC will engage Contractor's services, an LLC or Company must be in place or one will need to be established. If Contractor already has one in place, it must be active. Verification of the active business will be done with the Secretary of State's office in the state in which the company was established.

- Contractor will be provided a W-9 that will need to be completed, signed and dated, showing company name, address and Federal ID# assigned when the business was established. The company name and address from the W-9 will be used for setting up payments to Contractor and for 1099 reporting at year-end.

- Contractor will be asked to complete a Non-Disclosure Agreement (NDA) before engaging in any conversations regarding client opportunities.

- Once Contractor has been approved by all parties, an MSA template will be sent to Contractor for review. Once a specific engagement has been approved by all parties, an MSA along with an Exhibit B, detailing the statement of work for the Contractor, will be sent for review and signature.

- Contractor will be required to secure insurance under their company name. Details surrounding this requirement are located under Section 21. Insurance of the MSA. When securing insurance, Contractor needs to cover Jabian, LLC, 7000 Central Parkway, Suite 1480, Atlanta, GA 30328 as an additional insured. Contractor will have 30 days once the engagement commences to supply Jabian with a Certificate of Insurance showing this coverage.

- Contractor will receive a 1099 at year-end from Jabian, LLC indicating any compensation that was paid to the Contractor during the year, under the Contractor's business name. Jabian will not deduct taxes from the compensation paid to the Contractor's business and Contractor will be responsible for filing and paying taxes under their business name.

- Contractor will be required to complete a Consumer Reporting Disclosure request. Jabian conducts a pre-employment screening for all its employees, co-ops, interns and contractors. Jabian does not pull driving records or credit at this time. Dependent upon Contractor assignment and in some instances, Jabian's clients will require a background and/or drug screening using their preferred vendor. Contractor will be notified if this is the case and provided with all documents and disclosures relative to any additional background or drug screening requirements.

- Contractor is paid via direct deposit. Prior to starting, the contractor will complete a Direct Deposit form. The first paycheck is a physical check. For hours worked between the 1st and 15th of the month, contractors will be paid on the 7th of the next month. For hours worked from the 16th to the end of the month, contractors will be paid on the 22nd of the next month. For Strategic Advisory Services (SAS) contractors, payment will be made once per month on the 22nd of the month for any hours work the previous month.

Georgia LLC Filing Links:

Filing procedure for the state of Georgia:
https://howtostartanllc.com/georgia-llc

Illinois LLC Filing Links:

Filing procedure for the state of Illinois:
https://www.ilsos.gov/llcarticles/index.do

North Carolina LLC Filing Links:

Filing procedure for the state of North Carolina:
https://www.sosnc.gov/Guides/launching_a_business
Follow instructions to form an LLC

Link to register for EIN:
https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online

Texas LLC Filing Links:

Filing procedure for the state of Texas:
https://www.sos.state.tx.us/corp/index.shtml

Form: Limited Liability Company
https://www.sos.state.tx.us/corp/forms/205_boc.pdf

Link to register for EIN:
https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online

Insurance Information:

Please be sure to add Jabian, LLC as an additional insured: Jabian, LLC, 7000 Central Parkway, Suite 1480, Atlanta, GA 30328