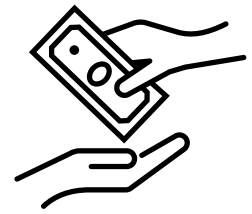


## Independent Contractor Protections Ordinance Fact Sheet

Translated version of this document is available upon request at: (206) 256-5297.

Seattle's Independent Contractor Protections Ordinance requires covered Hiring Entities to provide Independent Contractors with disclosures prior to entering a contract and at the time of payment. Independent Contractors must be paid on or before the date compensation is due under the terms of a contract, the terms of the pre-contract disclosure, or within 30 days. This law will go into effect on **September 1, 2022**.



### Coverage

#### Which workers are covered by this law?

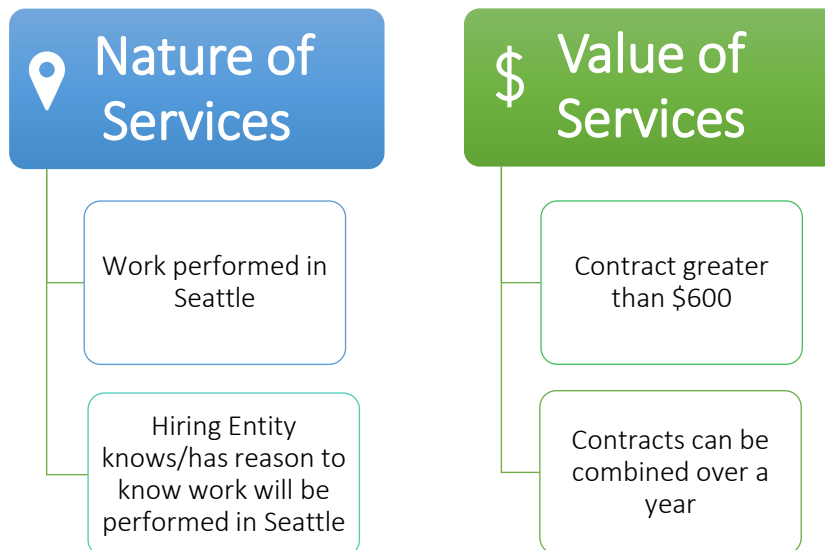
An Independent Contractor is a self-employed person that is hired by a Hiring Entity to provide services in exchange for compensation. This law applies to all Independent Contractors with a few exceptions<sup>1</sup> listed below.

#### Which companies are covered by this law?

This law applies to Hiring Entities regularly engaged in business or commercial activity, including not-for-profit businesses.

#### Which contracts are covered by this law?

This law covers contracts based on their nature of services and value of services.



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<sup>1</sup> Independent Contractors not covered by this law are lawyers, situations where an Independent Contractor's relationship with a Hiring Entity is limited to a property rental agreement (e.g., hair stylist renting booth at a salon), and other Independent Contractors as defined by the Office of Labor Standards Director's rule. The rule-making process is anticipated to happen in early/mid-2022. Sign up for [OLS Newsletter](#) or check OLS website for updates at: [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards).

### Seattle Office of Labor Standards

*This document provides an explanation of the law. Note: Information provided by the Office of Labor Standards does not serve as legal advice, create an agency decision, or establish attorney-client privilege with the reader. This should not be used as a substitute for laws and regulations.*

## Requirements

### Timely Payment Requirements



Hiring Entities must provide “timely payment” to the Independent Contractor under:

- 1) the terms of the contract;
- 2) the terms of the pre-contract disclosure; or
- 3) within 30 days.

### Disclosure Requirements

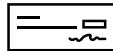
Hiring Entities must provide the following Pre-contract and Time of Payment disclosures to all covered Independent Contractors **except** Transportation Network Company drivers (e.g. Uber and Lyft drivers). In the coming months, OLS will release templates that Hiring Entities can use to provide this information—check our [website here](#) for updates.



#### 1. Pre-contract Disclosure Requirements

- |   |  |
|---|--|
| ▪ <i>Date</i>                                     | ▪ <i>Pay basis</i>   |
| ▪ <i>Independent Contractor name</i>              | ▪ <i>Tips and/or service charge distribution policy</i>            |
| ▪ <i>Hiring Entity name + contact information</i> | ▪ <i>Expenses of job and which are reimbursed by Hiring Entity</i> |
| ▪ <i>Description of work</i>                      | ▪ <i>Deductions, fees, or charges</i>                              |
| ▪ <i>Location of work</i>                         | ▪ <i>Payment schedule</i>  |
| ▪ <i>Rate or rates of pay</i>                     |  |

#### 2. Time of Payment Disclosure Requirements



- |   |   |
|---|---|
| ▪ <i>Date</i>                                       | ▪ <i>Tips, compensation and/or service charge distributions</i> |
| ▪ <i>Independent Contractor name</i>                | ▪ <i>Pay basis</i>  |
| ▪ <i>Hiring Entity name</i>                         | ▪ <i>Expenses reimbursed by Hiring Entity</i>                   |
| ▪ <i>Description of services covered by payment</i> | ▪ <i>Gross payment</i>  |
| ▪ <i>Location of services covered by payment</i>    | ▪ <i>Deductions</i>   |
| ▪ <i>Rate or rates of pay</i>                       | ▪ <i>Net payment after deductions</i>                           |

## Resources

For ongoing updates, visit our website or sign up for our newsletter at: [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards).

Read more about the Independent Contractor Protections Ordinance, here:

<http://www.seattle.gov/laborstandards/ordinances/independent-contractor-protections->

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## SEATTLE OFFICE OF LABOR STANDARDS

Our mission is to advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.

### Our Services

Investigation of complaints  
Outreach to workers  
Technical assistance for business  
Resources and referrals

Language interpretation and translation available.  
Accommodations for persons with disabilities are provided. Services are free.

### More Information

Call: (206) 256-5297

Email: [laborstandards@seattle.gov](mailto:laborstandards@seattle.gov)

Visit: [seattle.gov/laborstandards](http://seattle.gov/laborstandards)