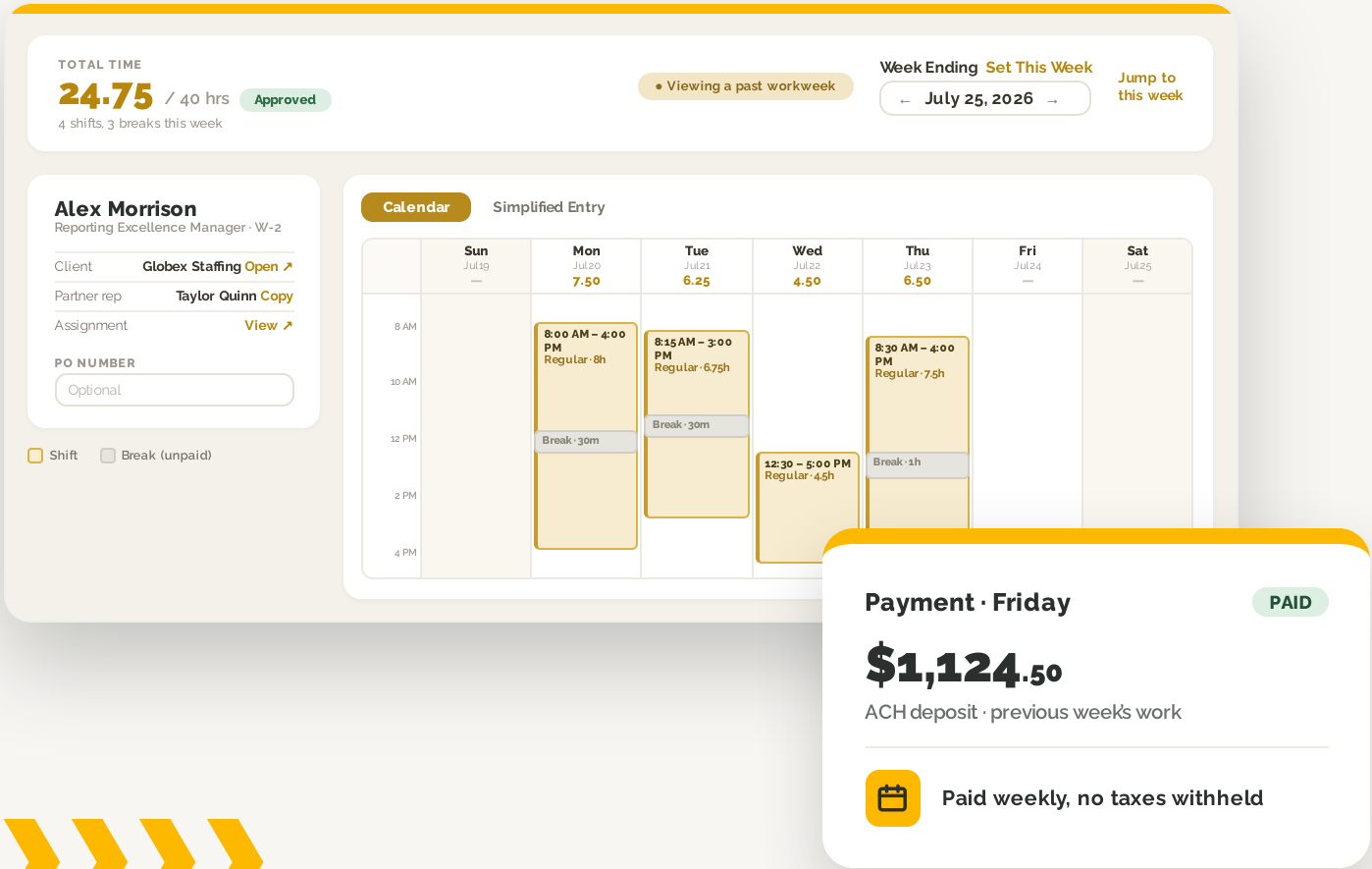
Back Office Staffing Solutions

boss.

Contractor Welcome Kit

Everything you need to get started with BOSS as an independent contractor.



Welcome to our Team!

BOSS is your back-office payment partner.

Back Office Staffing Solutions (BOSS) has partnered with your recruiting firm to handle the back-office side of your independent contractor engagements. You provide services as an **independent contractor** on the engagements presented to you by your recruiting firm.

What does this mean for you?

As an independent contractor, you are in business for yourself. **You are not a BOSS employee.** BOSS acts as the paying agent for your engagement: we process the payments for your work and issue your year-end **Form 1099-NEC**. You remain responsible for your own taxes, your own insurance, and how you perform the work.

Your recruiter stays your recruiter.
Your recruiting firm still finds your engagements and manages the relationship. BOSS simply handles the payments, paperwork, and 1099 reporting behind the scenes.

What BOSS handles for you

- Contractor payments & online time entry
- W-9 collection & year-end 1099-NEC
- Onboarding & your contractor agreement
- Certificate of Insurance intake (corp-to-corp)
- Contractor onboarding & support

CORP-TO-CORP

Working through your own LLC or S-corp? Look for the **corp-to-corp** notes throughout this kit.

Questions or concerns? You can reach BOSS at 855-508-BOSS or support@backofficenow.com

How Your Engagement Works

Three organizations, one goal: your success.

Your recruiting firm introduced you to the opportunity. Once you accepted, **BOSS became the paying agent for your engagement**. From there, three organizations work together so you can focus on delivering great work.

The client
Defines the project: scope, deliverables, deadlines, and site rules. You decide how the work gets done.

Your recruiting Partner
Stays your point of contact, coordinating this assignment and lining up your next one.

BOSS
The paying agent for your work: W-9, contractor payments, your 1099-NEC, and payment history.

Who do I contact?

Payments, W-9, 1099-NEC, income verification
Contact BOSS

Scope, deliverables, site rules
The client supervisor

This assignment, your next one, or any assignment issues
Your recruiting Partner

When in doubt, start with BOSS.

If someone else is better suited to help, we'll connect you with the right person. One call is all it takes. Call 855-508-BOSS.

This kit is your quick-start overview. The full detail lives in your **Independent Contractor Guide** (about 30 pages) and the **written agreement** you sign, provided during onboarding. Those documents govern; if anything here differs from them, they control.

Getting Started

App Setup

Your recruiter will submit your basic information to our app. Once completed, you will receive an email link to enroll and create your contractor account. Keep a lookout for that email from **support@backofficenow.com**. If it does not arrive, check your spam folder. You can log in anytime at **app.backofficenow.com**.

Time Submission

Enter your time or approved units each week in the app. We suggest doing it daily. Our work week is Sunday to Saturday. Time must be submitted no later than **Sunday at 11:59 PM ET** for the previous week. The client approves by Tuesday at Noon.

Online Onboarding

You will be onboarded during enrollment. This includes reviewing and signing your **Independent Contractor Agreement**, completing your **Form W-9**, and providing your payment details. Corp-to-corp contractors also upload a current Certificate of Insurance and business information.

Payment

Your pay is sent by **direct deposit (ACH)** each **Friday** for the previous work week, with **no taxes withheld**. Be sure your bank or business account details are entered in the app.

Contractor Payment Schedule

Work week
Sunday through Saturday

S — Sunday
Time is due by 11:59 PM ET

T — Tuesday
Client approvals are due by Noon

W — Wednesday
Payments are processed and the bank file prepared

F — Friday
Payday for the previous week's work, with deposit received by close of business

IMPORTANT:

Time must be submitted no later than **Sunday at 11:59 PM Eastern Time**. Missing this deadline may delay your payment until the next cycle.

Power Tip:

Submit your time daily. It takes less than a minute, keeps your records accurate, and means no Sunday-night scramble before the deadline.

Contractor Onboarding

Please make sure you complete all of these important tasks, including...

Confirm receipt of your assignment confirmation

Complete the Worker Classification Quiz
Supports your 1099 classification. BOSS reviews each one individually.

Sign your Independent Contractor Agreement
Sets the terms of your engagement.

Complete Form W-9
Provides your taxpayer info (SSN or EIN). No taxes are withheld.

Complete your contractor profile & payment info

Agree to background checks
If the client requires it for your engagement.

Complete drug testing
If the client requires it for your engagement.

Corp-to-corp: provide COI & business docs
Insurance required. Provide your COI, EIN, and a W-9 in your business name.

Your onboarding journey

1. **Accept the assignment** — Confirm and get started.
2. **Complete your forms** — Quiz, agreement, W-9, and info.
3. **Screening** — Background and drug, if applicable.
4. **Ready to work!** — You're all set.

NOTE: no tax withholding

As an independent contractor, BOSS does not withhold income or self-employment taxes from your pay. Plan to set aside funds and consider quarterly estimated payments.

Your W-9, 1099 & Taxes

You run your own business.

We must receive a signed **Form W-9** before your first payment. It provides the legal name, address, and taxpayer ID (SSN or EIN) BOSS uses to pay you and report your earnings to the IRS.

Because you are an independent contractor, **BOSS does not withhold** any taxes. You are responsible for your own income and self-employment taxes, and most contractors make **quarterly estimated payments** (Form 1040-ES). If BOSS pays you **$600 or more** in a year, you will receive a **Form 1099-NEC** by January 31.

CORP-TO-CORP

Complete the W-9 in your business's legal name using its EIN. Your 1099-NEC will be issued to the entity.

Deadline that matters

No signed W-9 and Independent Contractor Agreement = we cannot place you on assignment or pay you. Get it done before day one.

Key tax points

- **1099** You receive a **Form 1099-NEC** if paid $600+ in a year
- **0%** No income, Social Security, or Medicare tax is **withheld**
- **SE** You pay **self-employment tax** on your net earnings
- **Q** Consider **quarterly estimates** (Form 1040-ES)

Smart habits

Set aside part of each payment for taxes (a common rule of thumb is roughly 25-30%), keep records of deductible business expenses, use a separate account for business funds, and confirm your W-9 is correct so your 1099-NEC is accurate.

No employee benefits

Contractors are not eligible for BOSS employee benefits or paid time off.

Please note: BOSS does not provide tax, legal, or accounting advice. This information is general and for your awareness only. Please consult your own qualified professional about your specific situation.

Good to Know

The essentials for your time on an engagement. Full detail is in your Independent Contractor Guide and the written agreement you sign.

On assignment

Represent yourself, your recruiting Partner, and BOSS well. The client sets the deliverables, deadlines, and site rules; you control how the work gets done. Follow client policies and ask when the scope is unclear.

Pay & hours

You are paid at your agreed rate for the services you provide, whether per project or per hour or unit. There is no overtime, no paid time off, no employee benefits, and no unemployment coverage. Report all time or units actually worked so you are paid correctly.

Safety & insurance

Follow all client safety procedures and report unsafe conditions and any injury right away. You are not covered by BOSS workers' comp. **Corp-to-corp:** insurance and a current COI are required before you begin. Individual contractors are strongly recommended to carry their own coverage; some clients require it regardless.

Confidentiality & tech

Protect confidential information during and after your engagement. Client equipment and data stay the client's property. Use AI tools only when the client permits, and never enter confidential information into public AI systems.

Respectful workplace

Everyone deserves an environment free from harassment, discrimination, and retaliation. Report to work fit for duty. Raise any concern to BOSS at 855-508-BOSS; it is always welcome.

Questions, delays or issues?

Communicate proactively. Raise any questions, delays, or unexpected issues promptly with your **client contact** and your **recruiting Partner** (or BOSS), whoever is best suited to help.

These are highlights, not the full rules.

Your signed Independent Contractor Guide and written agreement contain the complete, governing terms. If anything here differs from those documents, the signed documents control.

Protecting Your Status & Wrapping Up

Protecting your 1099 status

Correct classification protects you and keeps your engagements clean. A few simple habits keep your independence clear.

- **Work under your agreement.** Know your scope, rate, and deliverables before you begin.
- **Control your methods and tools.** You decide how the work gets done; use your own equipment where practical.
- **Stay free to serve others.** You can work for other clients at the same time.
- **Keep your business separate.** Consider an EIN and a business bank account.
- **Bill at your agreed rate.** Per project, hour, or unit, not a salary or wage.

Feels like a job? Speak up.

If an engagement starts to feel like employment (fixed hours you cannot control, being managed as staff, employee-only perks), tell BOSS or your recruiting Partner.

When an engagement ends

- **Finish strong.** Deliver your final work, return any client property, and submit your final time or invoice.
- **Keep your address current.** So your Form 1099-NEC reaches you at year end.
- **It is not about performance.** Engagements end when the project or term does; more may come through your recruiting Partner.
- **Need verification?** Send apartment, loan, or income verifiers to BOSS.

Coverage to consider

- General liability
- Professional liability (E&O)
- Workers' compensation
- Occupational accident
- Business auto

Corp-to-corp must carry the coverage their agreement requires. Individual contractors are strongly recommended to carry their own.

Questions or concerns? You can reach BOSS at 855-508-BOSS or support@backofficenow.com

Contractor FAQ

? Are taxes withheld from my payments?

No. You receive your full contract pay with nothing withheld, and you're responsible for your own income and self-employment taxes.

? Will I get a 1099-NEC, and when?

Yes, if BOSS pays you $600 or more in a calendar year. Your Form 1099-NEC is issued by January 31 of the following year.

? When is my time due and when am I paid?

Time is due Sunday at 11:59 PM ET for the previous week. You're paid each Friday for that week (Thursday if a bank holiday falls on Friday).

? How do I change my bank account or get my payment history?

Update your bank details in the app under **"Profile"** then **"Direct Deposit"**. For your payment history, request it anytime from BOSS at **support@backofficenow.com**.

? How do I update my W-9, COI, email, or phone?

Email **support@backofficenow.com** or update it in your Contractor Portal. **CORP-TO-CORP** send an updated Certificate of Insurance the same way.

? Applying for an apartment or loan?

Point verifiers straight to BOSS at **support@backofficenow.com** and we'll confirm your contractor payments.

Knowledge Base

See these FAQs and more with our AI-based Knowledge Base.

help.backofficenow.com

Your privacy is protected

Screening results stay with BOSS under the Fair Credit Reporting Act. Recruiters and clients only ever see pass/fail.

Questions or concerns? You can reach BOSS at 855-508-BOSS or **support@backofficenow.com**

Good luck and enjoy the journey!

Back Office Staffing Solutions

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Questions?

Email us at Support@backofficenow.com

Phone (855) 508-BOSS