

## You are a Self Employed Contractor- What Does that Involve?

As a self-employed contractor/direct support provider you are providing a valuable service for a family or individual. Your services may involve many things; helping someone to have a full life in the community, supporting someone to develop and nurture relationships, creating opportunities for someone to experience things that build on their skills and strengths and contributing new perspectives and opportunities to the person's world.

Many families or individuals receive funds to use to purchase support. **The family is contracting with you to provide services with these funds.** They are not your employer, but they do control what services/support they wish to purchase. What does this mean for you?

### Qualities that will make your experience successful:

The family or person who is contracting with you for your services will expect certain things from you:

- ✓ That you have the **skills to provide the services** and supports that they need. This means that you should take the opportunity to be clear about what support is needed, talk to them about what things they have found to be successful, what particular areas of skill development or training they might suggest for you and how you can learn from them.
- ✓ That you are **dependable**. You need to establish that you follow through and provide the services that have been agreed upon. Show up on time and provide adequate notice if you must cancel.
- ✓ That you listen to the family and individual and **respect what they want and need**.
- ✓ That you are **flexible and adaptable**.

### Financial Responsibilities and Expectations:

The Canada Revenue Agency has clear guidelines about the responsibilities of being self-employed. Some of these guidelines are:

- ✓ You are responsible to **claim any income** as self-employed income on your income tax.
- ✓ You need to **keep your own records** about the income that you receive- you will not have a T4 slip. You should keep these records for at least seven years.
- ✓ You are entitled to claim other valid expenses to operate your business. You may wish to **consult with an accountant or financial specialist about claiming expenses** for the use of your vehicle as an example.
- ✓ If you earn more than \$30,000 in any taxation year you must collect and charge GST/HST.
- ✓ It is possible for you to choose to pay Employment Insurance Premiums which will make you eligible to receive EI special benefits. Without this you will not qualify for EI benefits.
- ✓ You can make arrangements to purchase coverage through WSIB on your own if you wish.
- ✓ You should ensure that your vehicle insurance is adequate.
- ✓ If you are going to provide service in your own home you should ensure that your home insurance protects you for any accidents.

For more information

There are many advantages to being self-employed, but this may be new to you. We suggest that you **talk to a financial advisor** to ensure that you are comfortable and clear about the record keeping and financial responsibilities and expectations.