

9. If there is no written contract or agreement between the principal and the worker, describe the agreement reached by the parties.

10. Does the worker have business cards? Yes No
 If **yes**, enclose.

B. Actual subordination of the worker

11. Does the worker file financial statements? Yes No

12. Is the worker registered under a commercial name? Yes No
 If **yes**, specify: _____

13. Does the worker have a business telephone line? Yes No

14. Has the worker obtained MRQ identification and file numbers and a GST account number? Yes No
 If **yes**, enter these numbers.
 MRQ identification and file numbers: _____
 GST account number: _____

15. Name the person who determined the worker's tasks.

 List the tasks and enclose (if applicable) the document describing them.

16. Is the principal responsible for planning the work? Yes No

17. Is the worker required to abide by regulations and in-house procedures, and to consult the instruction manual of the principal's company? Yes No
 If **yes**, enclose a copy of the principal documents concerned.

18. Name the person who assigns the work and describe how the work is distributed.

19. Does the principal decide how the worker should carry out the work? Yes No

20. Name the person who decides that work has to be redone and pays the expenses related to work redone.

21. Does the principal set standards and objectives to be met by the worker? Yes No

If **yes**, check the appropriate box or boxes below, or specify: _____
 Type of standards and objectives: standards and objectives relating to the quality of the work
 standards and objectives relating to the quantity of work standards and objectives relating to length of time required

22. What are the consequences of not complying with these standards and objectives?
 Provide a copy of the document setting out the standards and objectives (work plan, specifications, estimates, etc.).

23. Does the principal provide training for the worker (given by a foreman, or other staff member, or an instructor from outside the company)? Yes No

If **yes**, what kind of training?

 Name the person who pays for the training. _____

24. Is ongoing training provided in the principal's company? Yes No
 If **yes**, is the worker required to take it? Yes No
 Give particulars: _____

25. Name the person who pays for training and professional development activities.
 Principal Worker
 Briefly describe these activities.

26. Does the principal require the worker to take part in certain events (conferences, exhibitions, trade fairs, etc.)? Yes No
 If **yes**, specify which events: _____

27. Is the worker required to attend meetings at the principal's establishment in the course of his or her duties? Yes No
 If **yes**, give particulars:

28. Does someone supervise or check the work (director, foreman, section head, etc.)? Yes No
29. Does the worker have access to a resource person in the principal's company who can provide assistance, answer questions or settle problems? Yes No
 If **yes**, give particulars: _____

30. Does the principal develop tools for evaluating the work (evaluation chart, rating sheet, etc.)? Yes No
 If **yes**, specify which tools are used:

31. Is the worker required to submit written reports to the principal? Yes No
 If **yes**, provide a copy of one such report.
32. What documents must the worker use to carry out the work (forms, reports, index cards, contracts, letterhead paper, catalogues, brochures, business cards, etc.)?

 Name the person who supplies these documents to the worker: _____
33. Does the principal assign the worker a territory? Yes No
 If **yes**, specify which territory: _____

34. Does the worker use a list of customers given by the principal in carrying out the work? Yes No
35. Is the worker allowed to solicit customers other than those named by the principal? Yes No
36. Does the principal hold liability insurance in the worker's name? Yes No
 If **no**, is the worker obliged to have this type of insurance? Yes No
37. What types of contracts or other documents used by the worker must be countersigned or approved by the principal?

38. Does the principal oblige the worker to carry out the work himself or herself? Yes No
39. Has the worker ever been replaced by someone else? Yes No
40. If the worker has to be replaced occasionally, is he or she required to obtain the principal's consent? Yes No
 If **yes**, specify the following:
 • Person who chooses the substitute: _____
 • Person who pays the substitute: _____
41. Has the worker ever enlisted assistants? Yes No
42. Is the choice of assistants subject to the principal's consent? Yes No
43. Name the person who pays the assistants: _____
44. Is the work carried out in whole or in part at an establishment that is under the principal's supervision? Yes No
 If **no**, specify where the work is carried out: _____
45. Is the work carried out in whole or in part at home? Yes No
 If **yes**, is this done at the principal's request? Yes No

46. Does the worker have an office or a workshop at his or her disposal in the principal's establishment? Yes No
47. Does the worker perform the same type of work at home as other workers do at the principal's establishment? Yes No
If **no**, briefly describe the work: _____

48. If the work is carried out on the road, does the principal decide where the worker should go to do the work (deliveries, long-distance trucking, etc.)? Yes No
If **yes**, specify: _____

49. Does the principal verify the worker's times of arrival and departure? Yes No
If **yes**, specify how this is done: _____
50. Does the principal verify the number of hours worked (for example, with time sheets, a time clock)? Yes No
51. Who sets the work schedule? Principal Worker
52. Does the worker have a production quota per period? Yes No
53. Does the worker work only for the principal? Yes No
If **no**, specify: _____

54. Is there a commitment of exclusivity to the principal? Yes No
55. If the worker wishes to work for another principal, is the worker required to inform the principal or seek the principal's consent? Yes No
56. Does the worker sell only the principal's products? Yes No
If **no**, specify: _____

57. Does the worker have a regular workload? Yes No
If **no**, is the worker remunerated anyway? Yes No
58. Does the principal have the right to impose disciplinary measures (such as salary cuts or a suspension) on the worker? Yes No
59. In what manner and under what circumstances can the principal end the contract with the worker?

60. If the worker is a salesperson, answer the following questions:
- Does the worker buy products or services from the principal for the purposes of resale? Yes No
 - Does the principal determine the selling price? Yes No
Enclose a sample of the bill.
 - Does the worker determine the selling price? Yes No
Enclose a sample of the bill.
 - Are sales billed in the principal's name? Yes No
 - Are sales billed in the worker's name? Yes No
 - Does the customer determine the terms of payment? Yes No
If **no**, who determines them? _____

61. Does the worker take inventory? Yes No
If **yes**, specify: _____

62. Does the principal determine a price range or price list? Yes No
63. Is the worker allowed to give discounts? Yes No
If **yes**, specify: _____
64. Name the person who collects the amounts due: _____
65. Name the person who delivers the merchandise that is sold: _____
66. Name the person who is responsible for customer service: _____

C. Financial information

67. Is the worker responsible for any of the following expenses while performing his or her duties?

If **yes**, check the appropriate box or boxes below, or specify: _____

- theft of or damage to goods and equipment under his or her responsibility
 credit or terms of payment granted to buyers
 bad debts and other losses
 expenses related to errors in calculation
 guarantees on material and labour

68. Is the worker required to pay any expenses while carrying out the work (for example, repair costs, insurance premiums, costs for transportation of equipment, operating costs, rentals, office expenses)?

Yes

No

If **yes**, specify: _____

69. Is the worker obliged to pay union dues?

Yes

No

70. By what method is the worker remunerated?

- annual salary hourly wage piecework commissions

other (specify): _____

How often is the worker remunerated? _____

71. Does the worker receive advances against expected remuneration?

Yes

No

If **yes**, does the worker receive these advances at regular intervals (weekly, monthly, etc.)?

Indicate the interval: _____

72. Does the worker receive another type of remuneration while performing his or her duties?

Yes

No

If **yes**, check the appropriate box or boxes below, or specify: _____

- bonuses or gratuities discount on purchases fixed allowance

73. What expenses are refunded (in whole or in part) to the worker in the performance of his or her duties?

74. Is the worker paid for working overtime?

Yes

No

75. Is the worker entitled to fringe benefits?

Yes

No

If **yes**, check the appropriate box or boxes below.

- paid vacations, paid statutory holidays sick leave with pay

employer contributions to a private health services plan, premiums paid to non-group insurance plans, premiums paid to certain plans respecting insurance of persons

other fringe benefits (specify): _____

76. Do other workers perform the same type of work for the principal?

Yes

No

77. Does the worker have recourse to the services offered in the principal's company (secretarial service, photocopying service, the services of a receptionist, the services of the credit department, etc.)?

Yes

No

If **yes**, specify: _____

78. Does the worker pay employment insurance premiums?

Yes

No

79. Does the principal pay a contribution to the CSST in respect of the remuneration paid to the worker?

Yes

No

D. Ownership of equipment, tools or materials

80. Is the worker obliged to provide equipment, tools or materials at his or her own expense?

Yes

No

If **yes**, specify which ones and state their approximate value.

81. Does the principal provide the worker with equipment, tools or materials?

Yes

No

If **yes**, specify which ones: _____

E. Integration

82. Is most of the worker's income derived from work performed for the principal? Yes No

If **no**, check the appropriate box or boxes below.

Main source of worker's income:

- employment income from another employer
- employment insurance benefits
- business income (in Part G, list the names of the worker's customers)
- other income (income security benefits, pension benefits, etc.). Specify: _____

83. What does the worker do to expand his or her list of customers?

84. Is the worker allowed to keep the list of customers when he or she leaves? Yes No

85. Has the worker ever worked for the principal as an employee? Yes No

If **yes**, describe the work: _____

F. View of the interested party

86. In your view, what is the worker's status? An employee A self-employed person

Give the reasons for your choice.

87. If you consider the worker to be self-employed now, indicate the main differences that account for the change in the worker's status.

G. Additional information

H. Certification

I certify that there is disagreement between the principal and the worker concerning the worker's status. I also certify that the information given on this form and in any attached documents is accurate and complete.

Legal last name and first name of signee
Address in full
Postal code

Signature	Title or position	Date	Area code	Telephone
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