

- **Staff wanting to remain contractors at conversion time**
 - We have four options available at conversion time:
 - Staff can convert to employees and start having taxes withheld, etc.
 - Staff can utilize an already established EIN number with the IRS and remain a 1099 Independent Contractors. You will need to get a new W9 form completed with their EIN number and contractor box marked and notify management.
 - Staff can choose to have \$1.50 deducted from their paychecks to cover their workers comp costs – (must get in writing via email and save to employee file) and notify management.
 - They can choose to no longer work for Premium.
 - Most staff choose to be converted.