



# Contractor Requirements

**As a Health Professional and Independent Contractor of CHESAPEAKE HOME HEALTH CARE INC., you will be responsible for providing Chesapeake with a TIN (Tax Identification Number) prior to being placed on an assignment, this is our policy.**

**Applying for your Tax ID Number is FREE!**

If you DON'T have a **Tax ID Number**, you can get one in less than **10 minutes**, by applying online. Using a computer/internet, simply "**Copy and Paste**" this link in the web browser:

**<https://sa1.www4.irs.gov/modiein/individual/index.jsp>**

Follow the prompts to complete the online form. When the form is complete you will receive a **NEW Tax ID Number** and a print out of your tax status.

Upon completion of the **CHHC Orientation Process** (final section of orientation), you will need to provide this number to the **CHHC HR Representative** as well as on the **W-9 Form**.

*Thank you, Chesapeake Home Health Care*