**Onboarding of New Contractor Information**

* Please complete and send Form W-9.
* Please send either a routing and account number or a copy of a voided check for direct deposit.
* Payments will be sent via ACH on the second Thursday of each month for shifts worked the prior month. For example, June shifts will be paid on Thursday, July 11th. There could be a slight delay of one to three days for your deposit depending on your bank for deposit since ACH debits are not an instant payment method.
* If you are not a corporation, please send a copy of your Montana Independent Contractor Exemption Certificate (ICEC). This is obtained through the Montana Department of Labor and Industry. An [application and waiver form](https://erd.dli.mt.gov/work-comp-regulations/montana-contractor/applications-and-forms) must be completed with a nonrefundable $125 fee to the department.
* Below, is contact information for the Rudd team with any questions.
  + Holly Galen, CPA at [hgalen@ruddco.com](mailto:hgalen@ruddco.com) or 406-585-3393
  + Zoe Haugo, CPA at [zhaugo@ruddco.com](mailto:zhaugo@ruddco.com) or 406-585-3393