

Contractor Checklist

Congratulations on joining the amazing team of people at Specialty Care Pediatrics, Inc.!

Please follow the steps provided below in order to become a contractor today.

Create your own LLC (*\$Approx. Cost \$100.00*)

- To begin please [click here](#) and follow the link to 'Articles of Organization, LLC' under 'Popular SOS Online Services'.
- The Oklahoma Secretary of State online service will guide you through creating your own LLC. If you do not wish to complete this online, [click here](#) for a blank Articles of Organization form that you can mail to the Oklahoma Secretary of State.

Setup General Liability Insurance (*approx \$320/year*)

- Follow [this link](#) or call (800)-875-1911 to get a quote for your General Liability Insurance with CPH & Associates.

Join Specialty Care Pediatrics as a Contractor

- Once your business has been created please [click here to fill out a W9](#).

That's it! You are now ready to bill Specialty Care for your services!

- [Here](#) is a free template you can download and invoice us with.

Why do I need to create an LLC?

- Setting up an LLC offers you protection during your practice. ([benefits of LLC](#)).
- Establishing an LLC prevents confusion and potential later liability for SCP on working others as contractors that the state or federal government may later deem should have been employees.