



iLIFE and NC Independent Living Consumer Agreement

Agreement between Consumer (print Consumer's name) _____ and iLIFE

The Consumer and iLIFE agree that:

1. The Consumer shall:
 - a. Fill out required Consumer documents to establish employer of record status
 - b. Act as the employer for the Attendants by:
 - i. Conducting interviews
 - ii. Hiring
 - iii. Training
 - iv. Supervising
 - v. Evaluating
 - vi. Giving feedback
 - c. Ensure each Attendant completes all required documents before performing any work for the Consumer
 - d. Communicate to iLIFE to notify of potential Attendant
 - e. Arrange for timesheet submission by the timesheet due dates listed on the iLIFE Payment Schedule
 - f. Submit the Status Change Form to change any of the Consumer's or Attendant's personal information, such as name, address, phone number and email address
2. iLIFE shall:
 - a. Process required Consumer documents, communicating any errors with the Consumer
 - b. Process required Attendant documents, communicating any errors with the Consumer
 - c. Conduct criminal background checks for each prospective Attendant, notifying the Consumer of any serious convictions on the Attendant's record
 - d. Process the Consumer's payroll, withholding required taxes
 - e. Submit payment to the Consumer's Attendants by direct deposit or check
 - f. Garnish the Attendant wages as determined by the garnishing authority
 - g. Deposit payroll taxes to appropriate authorities
 - h. Issue Form W-2 annually to each of the Consumer's Attendants
 - i. Purchase Workers Compensation Insurance
3. This agreement shall be effective when it has been signed by both the Consumer and iLIFE.
4. This agreement shall terminate when the Consumer ceases to receive Consumer-directed services from NC Independent Living.

By signing below, we have read and agree to the roles and responsibilities listed above.

Consumer Signature: _____ Date: _____

iLIFE Staff Signature: _____ Date: _____

iLIFE Staff Member Name Printed: _____