

Contractor Registration Checklist

You must have the following in order to meet the requirements of Iowa's contractor registration law:

1. Corporations **must** have federal identification numbers. Individual owners **must** have social security numbers. Partnerships may use the social security numbers of the partners if the business has applied for a federal identification number.
2. Current Iowa Unemployment Tax Account Number, **if** you have unemployment tax obligation and a number has been assigned to you. If not, all new contractor registration applications will be presented to the Unemployment Tax Division to either be assigned a number or to check if the validity of the previous owner's number.
3. Proof of workers' compensation insurance listing the Iowa Division of Labor as the certificate holder.
4. \$50, either check or money order, to pay the registration fee. **Note: Certain individuals in the construction business are still required to register, but may be exempt from paying the \$50 registration fee if they are self-employed, do not pay more than \$2,000 annually to employ others in the business, and do not work with or for other contractors in the same phases of construction. You will need to file a fee exemption form.**
5. If you purchased an Iowa contracting business, information about the acquired business will be needed.
6. A bond if the individual or company is an out-of-state contractor.

Application and fee exemption forms can be found at our web page
<http://www.iowaworkforce.org/labor/contractor.htm>

Contractor Registration
Iowa Division of Labor
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319-0209
Phone: (515) 242-5871
FAX: (515) 281-7995
Toll Free: 1-800-562-4692, Ext. 25871
E-Mail: contractor.registration@iwd.iowa.gov
www.iowaworkforce.org/labor/contractor.htm