

Guide & FAQ for Worker Users

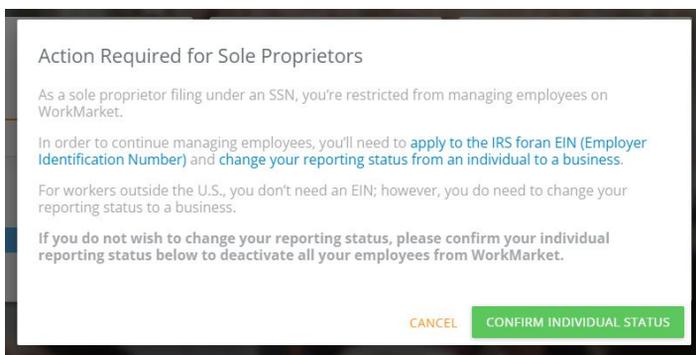
Updating Business Tax Info for Worker Companies

WHAT IS THIS CHANGE?

- Starting January 27, 2022, if your tax profile on the WorkMarket platform shows you're reporting to the taxing authority "As an individual", you are not allowed to have other employee users on your account. Additional users on Individual Status accounts will be deactivated.
- If this is in error, please update your reporting status to reflect "As a business" on your tax profile and provide your current business tax identification. Accounts with tax profile set to "As a Business" are allowed to manage multiple employee users on their account.

WHAT ACTION(S) NEED TO BE TAKEN?

- You will need to confirm whether your account is reporting as a business or as an individual if you have been receiving this message on your home screen.
- If you confirm that you're reporting **as a business**, you must provide your EIN (for US), or business tax number based on their country's requirement (non-US) in your tax settings.
- If you confirm **an individual** status, all other users aside from the Admin on the account will be deactivated immediately.



WHAT IF NO ACTION IS TAKEN BY JANUARY 27, 2022?

- Additional employee users on the account will be deactivated until you complete the above step. If you are a non-Admin user, you will see that your account is deactivated, so please reach out to the Admin user on your WM account to take action on the above immediately.

WHAT HAPPENS TO THE ASSIGNMENTS THE DEACTIVATED USERS WERE ASSIGNED TO?

- The assignment will remain assigned to the deactivated worker user, however, their access to the assignment is lost due to inability to access the platform. Only clients can reassign the assignment to the Admin.
- The Admin of these impacted accounts needs to modify their tax profile to report "As a business" by providing the business tax information then they can reactivate the workers on the Employee Page.

WHAT'S THE DIFFERENCE BETWEEN OPERATING AS AN INDIVIDUAL/SOLE PROPRIETOR VS AS A BUSINESS ON THE PLATFORM?

- Workers reporting a business status are allowed to have multiple employee users on their account.
- Workers reporting individual status can only have themselves as the user on the account since they're a sole proprietor.

WHAT IF I WANT TO MANAGE MULTIPLE EMPLOYEE USERS AT A LATER DATE?

- You can report your business tax identification by updating your [Tax Settings](#). Once confirmed, typically within 1-2 days, this will enable you to add multiple users on the account.