

Crew Payroll Checklist

- Payroll Procedures & Information for Crew Payroll
- Job Registration Form -- send to TEAM prior to start of production
- Commercial Payroll Submission Form -- include with payroll paperwork
- Timesheets – union, non-union, or both
- W-4 – for employees hired as individuals (as opposed to via “Corps”)
- W-9 -- for employees working through ‘Loan-out’ Corporations (“Corps”)
- Articles of Incorporation – for employees working through Corps
- Indemnification Agreement – for employees working through Corps
- I-9 -- employment eligibility verification (required for employees working as individuals and employees hired through “Corps”)
- Mileage Form -- mileage reimbursements
- Kit Rental Form -- itemized list of box kit rental reimbursement
- Purchase Reimbursements -- include receipts or legible copies for each item to be reimbursed
- CA WTPA Form – required payroll form for non-union employees who work in California
- NY WTPA Form – Required payroll form for all employees who work in NY