



Burbank - 818.558.3261
Detroit - 248.584.4428
New York - 212.871.6200

Chicago - 747.200.3400
Portland - 971.803.7093
Toronto - 416.603.6144

PAYROLL SUBMISSION FORM

Please submit this form with **EACH** job.

Production Company: _____

Director: _____

Job/Product Name: _____

Job #: _____

Advertising Agency: _____

Production Dates: _____

Crew/Union Signatory: _____

States Worked: _____

Talent/Union Signatory: _____

Cities Worked: _____

Date Submitted: _____

Total Number of Time Cards: _____

PERSON TO CONTACT WITH ANY QUESTIONS: _____

E-Mail: _____

Alternate E-Mail: _____

Tel: _____

Fax or Alt Tel: _____

Check all that apply. Please provide explanation or description for "OTHER".

- IATSE DGA TEAMSTERS OTHER _____ CREW

Notes, Comments or Special Instructions (if any):

Large empty box for notes and comments.

Our goal is to provide you with accurate and on-time payroll. To comply with applicable payroll due dates, Client is responsible for submitting accurate and complete payroll paperwork to The TEAM Companies within 24 hours of wrap. Client is responsible for any penalties, fines, late fees, etc. due to inaccurate or incomplete paperwork, or paperwork that is submitted late. Thank you for the opportunity to be of service to your production. The TEAM Companies.