

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
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 <u>all</u> employees who work in NY