



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

Crew Talent

PAYROLL SUBMISSION FORM

Please submit with **EACH** job.

Producer: _____

Director: _____

Job/Product Name: _____

Job #: _____

Union Signatory: _____

Production Dates: _____

Cities Worked: _____

States Worked: _____

Date Submitted: _____

Total Number of Time Cards: _____

If scanning time cards, please scan as one .pdf file

Check all that apply.

Please provide explanation or description for "OTHER".

IATSE DGA TEAMSTERS Non-Union PHBP? Yes No

OTHER: _____

Music Video: Tier: 1 2 3 4

Low Budget Commercial Promo

As of 1/1/19, TTC no longer requires you to provide us with I-9s to process payroll. Consistent with this policy, we will return paper I-9s and delete electronic I-9s that you send us as of this date. The TEAM Companies offer TTC Online to help manage the distribution, collection and retention of I-9s. Please contact your TTC Representative for more information about our I-9 policy and TTC Online.

Notes, Comments or Special Instructions (if any):

PERSON TO CONTACT WITH ANY QUESTIONS: _____

Email: _____ Alternate Email: _____

Tel: _____ Fax or Alt Tel: _____

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 TTC 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! -The TEAM Companies