



CALIFORNIA WAGE THEFT PREVENTION ACT OF 2011  
 Notice and Acknowledgement of Pay Rate and Payday  
 Under Section 2810.5 of the California State Labor Law

**1. Employer Information:**

**Worksite Employer (Producer):**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

**Co-Employer (Payroll Company):**

Name: CAST & CREW PAYROLL, LLC, A Limited Liability Company  
 dba CAST & CREW ENTERTAINMENT SERVICES, LLC  
 (Additional Employer Information can be found on the reverse of this form)

Physical Address: 2300 Empire Avenue, 5th floor  
 Burbank, CA 91504

Mailing Address: 2300 Empire Avenue, 5th floor  
 Burbank, CA 91504

Phone: 818-848-6022

**2. Worker's Compensation Insurance Carrier**

Zurich American Insurance Company  
 PO Box 968005  
 Schaumburg, IL 60196-8005  
 800-987-3373  
 Policy # WC4857681

**3. Employment Terms are:**

Oral       Written

**4. Notice Given:**

At Hiring (Date of Hire is \_\_\_\_\_ )  
(enter Hire Date)

At time of change in pay rate(s), allowances paid  
 or payday

**5. Allowances:**

- None
- Tips \_\_\_\_\_ per hour
- Meals \_\_\_\_\_ per meal
- Lodging
- Other: \_\_\_\_\_

**6. Pay is:**

- Weekly
- Bi-Weekly
- Other: \_\_\_\_\_

**7. Regular Payday:** (circle one)

SUN    MON    TUE    WED    THU    FRI    SAT

**8. Employee's Rate of Pay:** State if pay is based on an hourly, weekly or other basis

\$ \_\_\_\_\_ per hr/per day/per wk  
(circle one)

**9. Overtime Pay Rates:**

\$ \_\_\_\_\_ per hour  
(This must be at least 1 1/2 times the employee's regular rate)  
 \$ \_\_\_\_\_ per hour  
(This must be at least 2 times the employee's regular rate)

**10. Employee Acknowledgement:**

On this day, I have been notified of my pay rate, overtime, allowances, and designated payday.

Employee Name \_\_\_\_\_ Show Title \_\_\_\_\_  
(Please Print)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Preparer's Name and Title \_\_\_\_\_

**The employee must receive a copy of this signed document. The employer must keep the original for 3 years.**