



Production
Services, LLC

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Burbank, California 91504-3350
818.848.6022

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New York, NY 10036
818.848.6022

Loan-out
Start/Close Form

Producing company				Project title			
Name of loaned-out employee				Social security number		Birthdate	
Employee address				Union membership	Union jurisdiction	Home plan ☐ Yes ☐ No	
Name of loan-out				OCC Code	SCH letter	Job description	
Federal employer ID number (FEIN)				Hire state	Work state	Start date	Wage account number
Loan-out address (number and street)				Terms of employment	Studio		Distant
City		State	Zip code	Rate per hour			
Email address			Loan-out phone number	Rate per week			
State of incorporation		Date incorporated	State entity number	Hours per day			
Other states corporation is registered to do business		California EDD employer account no. (if applicable)*		Hours per week			
If LLC, have you elected to be classified as a corporation with the IRS? ☐ Yes ☐ No If yes, attach IRS acceptance letter. Cast & Crew will not process payroll for LLCs that don't have corporation status.				6th and 7th days	Pay 6th day at \$	Pay 7th day at \$	Pay 6th day at \$ Pay 7th day at \$
ACA hiring status ☐ Full time ☐ Variable				Box rental			
☐ Nearby hire ☐ Distant hire ☐ Local hire ☐ Production city				Car allowance			
* If you or your loan-out work in California, then you must have a California EDD employer account number . Please consult your legal and tax advisors.				Cell allowance			

By submitting this form, you confirm that you own more than 10% of the outstanding stock (or equivalent) of the loan-out entity. Otherwise, you must notify the Production to be paid as an individual.

As an authorized officer of the above-stated loan-out, I certify that, to the best of my knowledge and belief, the above-stated information concerning the loan-out is true, correct, and complete. By signing this form, I authorize the employer, or its service or payroll provider, to take deductions from my earnings (regardless of payment method) to adjust previous overpayments if and when said overpayments may occur.

SignatureTitle of authorized officerDate

Producing company authorization signatureDate