

B-T-L Payrolls, LLC

2300 Empire Avenue, 5th Floor
Burbank, California 91504-3350
818.848.6022

1560 Broadway, Suite 701
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				Job description		Wage account number	
Name of loan-out				Hire state	Work state	Start date	
Federal employer ID number (FEIN)				Terms of employment	Studio		Distant
Loan-out address (number and street)				Rate per hour			
City		State	Zip code	Rate per week			
Email address			Loan-out phone number	Hours per day			
State of incorporation		Date incorporated	State entity number	Hours per week			
Other states corporation is registered to do business		California EDD employer account no. (if applicable)*		6th and 7th days	Pay 6th day at \$	Pay 7th day at \$	Pay 6th day at \$
If LLC, have you elected to be classified as a corporation with the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No				Box rental			
If yes, attach IRS acceptance letter. B-T-L Payrolls will not process payroll for LLCs that don't have corporation status.				Car allowance			
ACA hiring status <input type="checkbox"/> Full time <input type="checkbox"/> Variable				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.

Signature

Title of authorized officer

Date

Producing company authorization signature

Date