



**Production
Services, LLC**

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Burbank, California 91504-3350
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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 <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | 6th and 7th days | | Pay 6th day at \$ | Pay 7th day at \$ | Pay 6th day at \$ | Pay 7th day at \$ | |
| If yes, attach IRS acceptance letter. Cast & Crew will not process payroll for LLCs that don't have corporation status. | | | | | | | | | | |
| ACA hiring status <input type="checkbox"/> Full time <input type="checkbox"/> Variable | | | | Box rental | | | | | | |
| <input type="checkbox"/> Nearby hire | <input type="checkbox"/> Distant hire | <input type="checkbox"/> Local hire | <input type="checkbox"/> 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.

Signature

Title of authorized officer

Date

Producing company authorization signature

Date