

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
212.938.0995

Loan-out Corporation Start/Close Form

Producing company			Project title			
Name of loaned-out employee			Social security number		Birthdate	
Name of corporation			Job description		Wage account number	
Federal employer ID number (FEIN)			Hire state	Work state	Start date	
Corp. address (number and street)			Terms of employment	Studio	Location	
City	State	Zip code	Rate per hour			
Email address			Rate per week			
State of incorporation	Date incorporated	State entity number	Hours per day			
Other states corporation is registered to do business			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 \$
If yes, attach IRS approval notice. B-T-L Payrolls will not process payroll for LLCs that don't have corporation status.						Pay 7th day at \$
ACA hiring status <input type="checkbox"/> Full time <input type="checkbox"/> Variable			Box rental			
			Car allowance			
			Cell allowance			

“As an authorized officer of the above-stated loan-out corporation, I certify that, to the best of my knowledge and belief, the above-stated information concerning the loan-out corporation 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 to adjust previous overpayments if and when said overpayments may occur.”

Signature

Title of authorized officer

Date

Producing company authorization signature

Date