



Production
Payroll, LLC

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CCP-SC
VER. 01/23

Loan-out Corporation Start/Close Form

Producing company			Project title			
Name of loaned-out employee			Social security number		Birthdate	
Name of corporation			Union membership	Union jurisdiction	Home plan <input type="checkbox"/> Yes <input type="checkbox"/> No	
Federal employer ID number (FEIN)			OCC Code	SCH letter	Job description	
Corp. address (number and street)			Hire state	Work state	Start date	Wage account number
City	State	Zip code	Terms of employment	Studio		Distant
Email address			Rate per hour			
State of incorporation	Date incorporated	State entity number	Rate per week			
Other states corporation is registered to do business			Hours per day			
If LLC, have you elected to be classified as a corporation with the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach IRS approval notice. Cast & Crew will not process payroll for LLCs that don't have corporation status.			Hours per week			
ACA hiring status <input type="checkbox"/> Full time <input type="checkbox"/> Variable			6th and 7th days	Pay 6th day at \$	Pay 7th day at \$	Pay 6th day at \$ Pay 7th day at \$
<input type="checkbox"/> Nearby hire <input type="checkbox"/> Distant hire <input type="checkbox"/> Local hire <input type="checkbox"/> Production city			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