

Contract Services Letter

This form is intended for CSATF purposes. Please note: Requests are completed in the order that we receive them. We **do not** accept pictures or scans of the request form. Please ensure you submit the request form as a fillable PDF form.

If you need your days to be sent by **both** companies please ensure you submit this request to both email aliases, as requests are processed by two separate departments.

1. Send this form via email:

Cast & Crew: contractserviceletters@castandcrew.com

CAPS: contractservices@capspayroll.com

2. Please allow a minimum of **seven business** days for processing.

EMPLOYEE NAME (FIRST, LAST)	LAST FOUR OF SSN	DATE OF BIRTH
MAILING ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL	
JOB TITLE/CLASSIFICATION	UNION/LOCAL	
PRODUCTION TITLE(S) OR TIMEFRAME (OPTIONAL)		

PLEASE INDICATE REASON FOR REQUEST:

- Placement to roster
- Upgrading

TIMEFRAME – For placement, up to one year. For upgrading, up to three years.

- One year
- Three years

PLEASE INDICATE COMPANY:

- Cast & Crew
- CAPS
- Both

PRINT NAME

TODAY'S DATE