

Payment of Loan-Out Entities

CAPS will pay loan-out entities adhering to the following guidelines:

- Entity must be valid and currently registered
- Single owner owns all share of the company
- Entity appears on state website as an active corporation and owner provides W-9 form to CAPS

Documentation needed for loan-outs:

- **S-Corp or C-Corp:**
For Commercials, Music Tours, and Live Events: A valid W-9 and I-9 are required. For Features and Television: A valid W-9 is required. For all loan-outs, provide a completed C&C Loan-Out Information Sheet. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.
- **LLC:**
For Commercials, Music Tours, and Live Events: A valid W-9 and I-9 are required. For Single Member LLC, an IRS Acceptance Letter (approving the “S” or “C” corporation status) is also required. For Features and Television: A valid W-9 is required. For Single Member LLC, an IRS Acceptance Letter (approving “S” or “C” corporation status) is also required. For all loan-outs, provide a completed C&C Loan-Out Information Sheet. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.

CAPS does not pay:

- Partnerships
- Disregarded entities
- Individual/Sole Proprietorships
- DBAs, businesses, vendors, independent contractors, etc.