



Production
Services, LLC

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Burbank, California 91504-3350
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New York, NY 10036
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 <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		<div>Studio</div> <div>Distant</div>	
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 Employer Account (EDD) # (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 If yes, attach IRS acceptance letter. Cast & Crew will not process payroll for LLCs that don't have corporation status.				6th and 7th days		Pay 6th day at \$ Pay 7th day at \$	
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			
				Cell allowance			

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 _____