

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
818.848.6022

Loan-out Start/Close Form

Producing company			Project title			
Name of loaned-out employee			Social security number		Birthdate	
Employee address			Job description		Wage account number	
Name of loan-out			Hire state	Work state	Start date	
Federal employer ID number (FEIN)			Terms of employment	Studio		Distant
Loan-out address (number and street)			Rate per hour			
City	State	Zip code	Rate per week			
Email address		Loan-out phone number	Hours per day			
State of incorporation	Date incorporated	State entity number	Hours per week			
Other states corporation is registered to do business	California Employer Account (EDD) # (if applicable)		6th and 7th days	Pay 6th day at \$	Pay 7th day at \$	Pay 6th day at \$ Pay 7th day at \$
If LLC, have you elected to be classified as a corporation with the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No			Box rental			
If yes, attach IRS acceptance letter. B-T-L Payrolls will not process payroll for LLCs that don't have corporation status.						
ACA hiring status <input type="checkbox"/> Full time <input type="checkbox"/> Variable			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