ABS Payroll Paperwork Instruction Sheet

Attached you will find the following documentation that must be fully and completely executed by all required parties to ensure that you are paid for your work in an accurate and timely fashion. Please read this sheet carefully and completely for important information regarding these forms prior to filling them out. We ask that you please complete this paperwork in as clear of print as possible to avoid errors in data entry. Should you have any questions about this sheet or the documents attached, please feel free to contact our offices at: (818) 848-9200. One of our representatives would be happy to speak with you during our office hours of 9AM to 5PM Mondays through Fridays. Please have the name of your project and the hiring party or Production Company ready before your call.

1. **Form W4** – This is a standard government form that is required for your employment to commence. Please read the first page of this form carefully and utilize the worksheet provided for you by the IRS. All information must be present on this form including your social security number, the number of allowances you are claiming, and your marital status. If this form is submitted incomplete, it may result in the incorrect calculation of your payroll taxes which is irreversible. We will not fix any payments to you that have incorrect tax calculations. Additionally, if this form is found incomplete or inaccurate, it will result in a delay of payment.

2. **Form I9** – This is a standard government form that is required for your employment to commence. Please read all 9 pages of this form to understand your rights and requirements for employment. If this document is not fully complete or if it is not possible to confirm eligibility for work in the U.S., no work should commence and any intended employment will immediately be terminated.

3. **CA Notice to Employee** – If you are not working under a Collective Bargaining Agreement (a non-union capacity), CA Law requires that you are provided with a notice that, among other things, lists your rate of pay and the workers compensation policy you are covered by. If you do not receive a copy of this form, please request one from the Production Company directly. You should have a copy of this form with your signature prior to beginning work if you are not covered by a Collective Bargaining Agreement.

4. **Form W9** – If you are working for a valid corporation and if that corporation is “loaning out” your services to the production company, you may fill out this form to request that payments are made directly to your corporation. A valid corporation with a valid FEIN and social security number are required before your corporation can be paid. Failure to provide this form or failure to provide valid corporate information will result in either payment directly to you as an employee or a severe delay in payment to your corporation. If you are paid as an employee rather than as a corporation due to incomplete or not submitted documentation this will not be corrected. Further payments can be made to your corporation, but any already processed to you personally will not be replaced and you will receive a W2 for those earnings.

5. **Timecards** – Please note that if your timecard does not list your full social security number and all hours worked you will not be paid. “On File” or “xxx-xx-0000” is not acceptable. Your timecard must also be signed by yourself and your department Key or other supervisor as directed by the Production Company. If you have any questions about this, please contact us immediately.