

## START FORM

☐ new employee     
 ☐ re-hire     
 ☐ Change

|  |             |  |   |   |   |   |   |   |   |              |                                   |           |
|--|-------------|--|---|---|---|---|---|---|---|--------------|-----------------------------------|-----------|
| Producing Co   |             | Picture Title  |   |   |   | Account coding  |   |   |   |              |                                   |           |
| EMPLOYEE NAME  |             | Social security number   |   |   |   |   |   |   |   | union        | Occ<br>code                       | Job class |
|  |             | <div style="border: 1px solid black; width: 20px; height: 20px;"></div>                      | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | <div style="border: 1px solid black; width: 20px; height: 20px;"></div> |              |                                   |           |
| Employee Address   |             | City   |   |   | State   |   |   | Zip   |   | Sex<br>M   F |                                   | Telephone |
| Ethic code<br><div style="border: 1px solid black; width: 70px; height: 20px; display: inline-block;"></div> 1 = White   2 = Black   3=Hispanic   4=Asian   5=Native Amer   6=Other  |             |  |   |   |   |   |   |   |   |              | Email address                     |           |
| Citizen Status<br><br><input type="checkbox"/> us <input type="checkbox"/> Resauen <input type="checkbox"/> Other (Must have visa attached)  |             |  |   |   |   |   |   |   |   |              | Canadian individual<br>tax number |           |
| NOTE: This statement must be filled out prior to payment being made.<br>UNDER THE PENALTIES OF PERJURY , I CERTIFY THAT I AM A RESIDENT OF THE<br>STATE OF <div style="border: 1px solid black; width: 450px; height: 25px; display: inline-block;"></div> |             |  |   |   |   |   |   |   |   |              | Work<br>State/City/Country        |           |
| Minor is employee a minor?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |             | Payment authorization attached ?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |   |   |   |   |   | Start Date   |                                   |           |
| Terms of employment      do not use shaded areas – for office use only   |             |  |   |   |   |   |   |   |   |              |                                   |           |
| Hourly Employee  | Studio Rate | Quar Hours   |   | Location Rate   |   | Quar hours  |   | Pay Scale   |   |              |                                   |           |
| Hourly Rate  |             |  |   |   |   |   |   |   |   |              |                                   |           |
| 6TH DAY  |             |  |   |   |   |   |   |   |   |              |                                   |           |
| 7TH DAY  |             |  |   |   |   |   |   |   |   |              |                                   |           |