

WHERE'S MY CHECK?



Non-Union

When you are booked on a non-union job, we invoice the customer and pay you within three days of receipt. When you complete the job, you must submit your voucher within three days so that we can bill it properly. Your voucher should be signed by someone in authority on the set. *This is especially important if you work over time.* Not all jobs pay for mileage, travel or wardrobe, but when they do your voucher provides the appropriate information. Under normal circumstances, you should receive a check minus our 20% commission within thirty (30) to sixty (60) days of production. As an independent contractor you will receive a 1099 generated by our accountant if you make over \$600.00 in one year.

Union

Union work is handled differently. You are treated as an employee and checks are cut by a paymaster hired by production. There are two scenarios.

- 1) If you are booked in a feature film, television film or episodic, we will supply the production company a *Payment Authorization Form* requesting payment to be sent to the agency.
- 2) If you are booked in a commercial, *it is your responsibility* to write the agency name and address on your contract to route payment to JTA. It is never in your best interest to receive payment directly.

If you ever receive checks directly, you are responsible for sending us the commission and a copy of the pay stub. Call Jan O'Neill to discuss if you have a question about the commission amount.

The paymaster usually cuts your check within 1-2 weeks of production. Once we receive the check, we verify its accuracy and deposit it into our JTA bank account. We then cut your check detailing payment and deductions. Along with our check, the original paymaster check stub detailing the production company's payments and deductions is mailed to you. The paymaster is responsible for mailing you your W-2.

Cycle Notices & Hold Fees

JTA generates cycle notices for non-union jobs that have expired. This gives the client the opportunity to either release you or reuse the production. If they choose to renew, the payment process is the same as above.

Union jobs are handed by paymasters. They have their own process to generate hold fees and additional use fees. Once the check comes to us, we will process as stated above.

Residuals

You will receive residuals at your home address and it is your responsibility to send JTA 10% of the gross.

Questions

Contact Jan O'Neill 704-377-5987 x 12 with questions. If you get her voice mail, leave your name, telephone number and specific question so that she can research it for you. Under no circumstances are you to call the producer directly without specific permission from JTA.