



CORPORATE EDUCATIONAL PRODUCTION CHECKLIST

RETAIN FOR YOUR INFORMATION

1. All actors should be cleared with SAG-AFTRA as to eligibility to work (Station 12). East of the Mississippi, please contact the New York SAG-AFTRA office: 212-827-1418; *fax* 212-768-9154; *toll free fax* 800-419-2317. West of the Mississippi, please contact the Los Angeles SAG-AFTRA office: *principal roles only* 323-549-6794 or *toll free* 800-724-0767 (*prompt 5*); *fax principals* 323-549-6792; *fax background* 323-549-6793; *toll free fax* 800-836-1768 (*principals & background*). You must have the performer's Social Security number in order to process this request.
2. Employment of non-members must be reported to SAG-AFTRA *in writing* within 15 business days of the first date of employment, giving the non-member's name, Social Security number, first date of employment, and reason for hire. A Taft-Hartley report form is included in these materials. *Failure to file a timely report may result in assessment of liquidated damages by the Union.*
3. Fully executed employment contracts (and all appropriate tax forms) must be proffered to actors prior to commencement of work. Actors must be given a copy for their records before they leave the set.
4. The payment voucher accompanying the performer's check must contain the following:
 - a. Separate identification of each program, name of client/product, employment date(s) and production numbers(s);
 - b. Type of use: Category I or II and any supplemental use;
 - c. Amount of wages paid;
 - d. Unemployment insurance information, including employer of record, employer's address, state in which unemployment insurance is filed, and state identification number.

It should be understood that the Producer is responsible for all contract obligations. This checklist represents only some of those obligations. If you have any questions, please contact your local SAG-AFTRA office or the SAG-AFTRA Corporate/Educational Departments in New York or Los Angeles.