

# Cast & Crew Live Entertainment Touring New Customer Setup Form



## Project Details

\*Customer Company Name: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Artist/Band Name: \_\_\_\_\_

\*Address, City, State, & Zip: \_\_\_\_\_

\*Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

\*EIN/FED ID/VAT: \_\_\_\_\_ \*State in which Incorporated/Registered: \_\_\_\_\_

Is this Customer affiliated with any other companies? (for ACA tracking purposes):  No  Yes

(If yes, please provide us with additional information on page 2)

Customer's Entity Type:  C Corporation  S Corporation  Partnership  
 LLC  Other (describe): \_\_\_\_\_

## Customer Contact Information

\*Business Management Firm Name: \_\_\_\_\_

\*Address, City, State, & Zip: \_\_\_\_\_

\*Primary Contact Name: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

Payroll Submission Contact:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Projected Tour / Payroll Information

	*Current Year Start Date	*# Weeks ("N/A" = ongoing)	Avg Number Employees	Location (U.S., Foreign)	*Projected Avg Weekly Total Payroll (Do NOT include annual officer payments)
*Taxable Wages					
Corporate Wages					
	Next Year Dates (if known)	# Weeks	Avg Number Employees	Location (U.S., Foreign)	Projected Avg Weekly Total Payroll (Do NOT include annual officer payments)
Taxable Wages					
Corporate Wages					

## Payroll Types

Pay Frequency:  Weekly  Bi-Weekly  Other (describe): \_\_\_\_\_

Will you process an Annual Officer Payment through Payroll Company:  Yes  No If so, Which Quarter \_\_\_\_\_

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If using a MAC, please print out this form and complete it manually. Thank you.

## Delivery and Payment

Customer hereby acknowledges and agrees to the ACH credit Terms provided. Initials: \_\_\_\_\_

## Workers Compensation & Job Titles and Categories

Will you be using Cast & Crew Workers' Compensation coverage?  Yes  No

*NOTE: If electing NOT to use Payroll Company's Workers' Compensation coverage, it is required to provide a Certificate of Insurance reflective of the instructions on page 8.*

What categories of employees would Payroll Company be paying?  Artists  Crew  Other: \_\_\_\_\_

\* Job Titles to be paid (Please list all that are known):

## Sick Time Accrual

Accrue based on work location (default)  Front-load sick time (we will contact you)  Rollover sick time for employees (we will contact you)

Payroll Company adheres to all state and local sick time regulations and, by default, will accrue based on those laws unless otherwise directed in advance of Customer preference to enhance employee benefits.

## IT Requirements

Do you use GL Codes?  Yes  No If Yes, please enter format here: \_\_\_\_\_ (E.g. XXXX-XX)

Special reports or breakdown? Please describe:

## Electronic Onboarding Information

Online onboarding requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer administrator handling employee onboarding:	
Number of employees for onboarding:	Phone:	E-mail:
Initial setup/onboarding dates:	Duration of Tour:	

## Special Handling

## Customer Affiliated Companies

Customer Company Legal Name:	DBA (If applicable):	EIN/FED ID/VAT:
Customer Company Legal Name:	DBA (If applicable):	EIN/FED ID/VAT:

By signing below Customer acknowledges that it has read and agrees to the Standard Terms and Conditions attached hereto.

\*

\*

\_\_\_\_\_  
Completed by (please print):

\_\_\_\_\_  
Title:

\*

\*

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## Standard Terms and Conditions

### 1. Services:

1.1. In accordance with the terms and conditions set forth in these Standard Terms and Conditions (“**T&Cs**”), Customer hereby engages and authorizes New Payroll Associates, LLC and its subsidiaries (“**Payroll Company**”) to act as the Employer of Record (“**EOR**”) for the persons or personnel working and/or performing services for Customer (“**Personnel**”) and provide payroll services on behalf of Customer for certain projects of Customer (“**Projects**”). The payroll services provided by Payroll Company with respect to Personnel will be based on the employment records (whether in paper or electronic format) and the instructions supplied by or on behalf of Customer including, without limitation, the payroll reports approved by Customer (collectively, the “**Records**”). All Records received by Payroll Company from or on behalf of Customer will be deemed as authorized and approved by Customer for use in payroll processing. In order for Customer to avoid late payment penalties, Customer understands and agrees that all required Records must be delivered to Payroll Company, and payroll reports approved per Payroll Company deadlines to allow for proper processing of payroll. On the basis of the Records and receipt of funds from the customer, Payroll Company shall compute, process, deduct, remit and pay wages, allowances, fees, dues, garnishments, contributions required for minors, trust fund contributions, taxes, insurance, fringe benefits, and/or other payments called for under applicable statutes and/or agreements as applicable and relevant to each Personnel; provided, however, that Customer hereby agrees to arrange and separately contract third-party service providers to facilitate Customer’s compliance with the ACA and/or any federal, state or local government-sponsored savings programs, for which Payroll Company agrees to withhold and retain such amounts as designated by Customer from the wages of such designated Personnel to be submitted to Customer. Payroll Company shall also prepare and file certain governmental or union (e.g., CBA) returns and reports, including but not limited to quarterly or yearly employment tax returns and benefit plan contribution reports, but excluding reports related to mandated employer health coverage (including form 1095-C or other reports as may be required by IRS Sections 6065 and 6056) unless otherwise specified, and agreed to, in writing. On the basis of the Records, Payroll Company will make Personnel authorized payroll deductions on behalf of Personnel for contributions to their various elected benefits plans. Customer shall be responsible for the administration of any such benefits plans for which payroll deductions are being made. As EOR, Payroll Company will provide the payroll services, issue W-2s and similar documents, and file applicable federal, state, and local tax returns, under Payroll Company’s applicable Federal Employer Identification Numbers.

1.2. If Customer has purchased the Workers’ Compensation Insurance (defined below) from Payroll Company’s program, Payroll Company, as the EOR for the Personnel, shall be responsible for obtaining and maintaining during the term of these T&Cs workers’ compensation insurance as required by applicable law (the “**Workers’ Compensation Insurance**”) and hereby assumes the Customer’s workers’ compensation liabilities arising from the employment of the Personnel during the term of these T&Cs to the extent covered by such Workers’ Compensation Insurance. Notwithstanding Payroll Company’s provision of the Workers’ Compensation Insurance, Customer will be solely and exclusively liable for any act or omission outside the scope of this workers’ compensation provision, arising out of or relating in any way to, the Projects or the relationship between the Personnel and Customer, including for payment of wages to the Personnel. For the avoidance of doubt, any and all liabilities, claims, demands, charges, grievances and/or obligations which are not insured under the applicable Workers’ Compensation Insurance will be the sole and exclusive responsibility of Customer, who will indemnify Payroll Company against any such liabilities in the manner specified hereunder.

1.3. Payroll Company may provide Customer and its Personnel with access to designated software application(s) or online solution(s) (collectively, the “**Software**”). Customer hereby acknowledges and agrees that any Software will be subject to Payroll Company’s standard terms and conditions and any right to use the Software will be limited to the term of these T&Cs.

2. **Personnel Acceptance and Control:** It is expressly agreed by Customer and Payroll Company that within the scope of these T&Cs, the status of Payroll Company is that of “Employer of Record” or “general employer” of the Personnel for purposes of providing workers’ compensation insurance and payroll processing services only. Customer will maintain sole and exclusive authority to hire, supervise, assign, direct, control, classify, set the compensation of, and terminate the Personnel and thus having such authority, Customer shall be deemed the “Common Law Employer” and the “special employer” of all Personnel. Customer shall remain fully liable for payment of wages to Personnel and for any negligence or any other wrongful acts or omissions arising out of or relating in any way to the Projects or the employment relationship between the Personnel and Customer. Customer expressly acknowledges and agrees that Payroll Company will NOT undertake, and Customer will be solely responsible for, all common law employment obligations of the Personnel.

3. **Representations, Warranties & Covenants:** Customer represents, warrants and covenants that:

3.1. Customer has the right to enter into these T&Cs and to perform its obligations hereunder;

3.2. in the engagement by Customer of any and all Personnel, the Customer agrees to comply with all applicable local, state, federal, and foreign laws, statutes, codes, acts, ordinances, rules, regulations, court orders, executive orders, and other official releases of or by any government or authority, department or agency thereof (“**Applicable Laws**”), including, without limitation, those concerning the hiring and classification of individuals authorized to work in the jurisdiction where work is to be performed, wage payment, occupational safety and health, discrimination, retaliation or harassment based on race, religion, gender, age, sexual orientation, physical disability and any other categories protected by Applicable Laws;

3.3. Customer will timely provide Payroll Company with all funds due hereunder and all information and materials required and requested by Payroll Company (e.g., Articles of Incorporation or other organizational documentation, applicable union collective bargaining agreements, W-4s, W-9s, I-9s, timecards, etc.) to permit Payroll Company to perform its obligations hereunder and any and all information provided to Payroll Company will be accurate and in compliance with applicable collective bargaining agreements, personnel service contracts and Applicable Laws;

3.4. Customer shall be solely and exclusively responsible for compliance with the state and federal tax and immigration laws and for verifying the legal right of each Personnel to obtain employment in the United States (“U.S.”) including, without limitation, verifying the Personnel are not identified on any list issued by the Office of Foreign Assets Control (“OFAC”). In the event that any Personnel is identified as not authorized to work in the U.S., Customer will notify Payroll Company of this fact within 24 hours and will be solely responsible for notifying the affected Personnel, completing and submitting any and all documents required by the U.S. Department of Homeland Security, and taking all additional steps necessary to resolve the question of the Personnel’s legal right to obtain employment in the U.S. Customer will indemnify, defend and hold harmless Payroll Company against any liability arising from or related to any Personnel’s legal right to obtain employment in the U.S.;

3.5. Customer is responsible for compliance with the employer health coverage mandate with respect to the Personnel under Section 4980H of the Internal Revenue Code. To the extent Customer is obligated to comply with the rules and regulations of any federal, state or local government-sponsored savings programs for Personnel, Customer will manage, control and pay all amounts as may be required by the program;

3.6. Customer has full and complete control over the Personnel and will direct, control, manage, guide and instruct the Personnel in all aspects necessary and as required by an employer to ensure performance of the Personnel’s duties, including, without limitation, hiring, safety, and terminating the Personnel. Customer retains the sole and exclusive authority to hire, classify, supervise, assign, direct, control, set the compensation of, and terminate the Personnel. Accordingly, Payroll Company will not be subject to any claims arising from, in connection with, or as a result of services supplied by Payroll Company hereunder or the product of any services provided to Customer by any Personnel, or the use of such product in any medium anywhere in the world, except to the extent that such claims are solely due to acts or omissions by Payroll Company;

3.7. Customer shall be solely responsible for any and all obligations (whether by collective bargaining agreement, personal agreement, statute or otherwise) with regard to any employees that do not constitute Personnel pursuant hereto, and/or for any Personnel for whom Customer does not timely provide information or required documentation to Payroll Company. Notwithstanding anything herein to the contrary, Payroll Company reserves the right to refuse to process any payroll for which Payroll Company in its reasonable discretion determines it has not been provided with timely, accurate or complete information by Customer in order to process such payroll in compliance with Applicable Laws, including, without limitation, federal and state tax and immigration laws or if Customer has not timely provided any amounts due hereunder;

3.8. Customer has and shall maintain throughout the term of these T&Cs a customary liability insurance policies for music tours or live events (which, at a minimum, shall include general liability coverage of at least \$1 million per occurrence and \$2 million in the aggregate and automobile liability of at least \$1 million combined single limit incl. hired, leased, and non-owned) and Customer shall name Payroll Company as an additional insured on all such policies prior to any person becoming a Personnel pursuant to these T&Cs. Customer will waive their rights of subrogation under the insurance policies against Payroll Company. Customer shall provide Payroll Company with a certificates of insurance evidencing the required insurance, which COI shall provide that any notice of cancellation or non-payment of premium be sent to Payroll Company at least 30 days prior to any cancellation of such insurance. Customer’s insurance is primary and noncontributory and needs to be completely exhausted before Payroll Company or its Affiliates’ coverages, if applicable, will respond. If Customer elects to purchase the Workers’ Compensation Insurance outside of the Payroll Company program, Customer shall maintain a policy that includes an Alternate Employer Endorsement in favor of Payroll Company. Additional insurance requirements are set forth in the *Requirements for Certificate of Liability Insurance* attached hereto;

3.9. Customer will permit Payroll Company to inspect and copy any and all records of Customer, its subsidiaries, alter egos, affiliates and/or related entities that pertain or relate to any Personnel; and

3.10. Customer shall immediately provide Payroll Company with copies of any and all grievances, charges, claims or suits of any kind of which Customer becomes aware relating in any way to any personnel working on the Projects, including, but not limited to, the Personnel.

4. **CPRA:** In accordance with the California Privacy Rights Act, Cal. Civ. Code § 1798.100 et seq., and its implementing regulations (the “CPRA”), Payroll Company acknowledges that, when acting as a service provider to Customer, it is prohibited from: (i) selling or sharing personal information; (ii) retaining, using, or disclosing personal information for any purpose other than for services provided hereunder (e.g., payroll processing services, workers’ compensation services) or as otherwise permitted by the CPRA; (iii) retaining, using, or disclosing personal information outside of the direct business relationship between Payroll Company and Customer (which direct business relationship includes Payroll Company’s provision of similar services generally for the Personnel); and (iv) combining personal information which Payroll Company receives from or on behalf of its customers, with personal information which it receives from or on behalf of another person or persons, or collects from its own interaction with the consumer; provided that Payroll Company may combine personal information to perform any

business purpose as further set forth in the CPRA. If Payroll Company engages any other person or entity to assist it in processing personal information for a business purpose on behalf of Customer, or if any other person or entity engaged by Payroll Company engages another person or entity to assist in processing personal information for such business purpose, it will inform Customer of such engagement (which may be done by making a list of any such other persons or entities available at [www.castandcrew.com/vendors](http://www.castandcrew.com/vendors) or a successor URL), and the engagement will be pursuant to a written contract binding the other person or entity with substantially similar requirements set forth in this Section.

5. **Indemnification and Liability:**

5.1. Customer agrees to and will hold Payroll Company harmless and to indemnify and defend Payroll Company, its affiliates and their successors, officers, directors, employees, licensees, assignees and representatives against any and all claims, demands, charges, grievances, unfair labor charges, arbitration claims, investigations, administrative actions, court actions, costs, losses, expenses and liabilities, including reasonable legal fees and costs (collectively, the “**Indemnification Liabilities**”), instituted by any third party including, without limitation, any governmental agency or person or entity, including but not limited to any Personnel or other person working for or with Customer (whether or not covered by these T&Cs) and/or by any labor organization purporting to represent any such individual(s), which arise out of or relate in any way to (i) any breach of a representation or warranty of Customer given to Payroll Company pursuant hereto, (ii) Customer’s breach of any of its obligations under or covenants arising under these T&Cs, (iii) all liabilities arising out of or in connection with compliance with the employer coverage mandate under Section 4980H of the Internal Revenue Code, (iv) Payroll Company’s use of or reliance on any information received by Payroll Company from or on behalf of Customer; (v) Payroll Company’s provision of the Services in compliance with these T&Cs; (vi) Customer’s failure to be a signatory in a timely manner to any applicable union(s), if required; (vii) the employer-employee relationship between Customer and any Personnel; other than workers’ compensation liabilities (a) for which Payroll Company has expressly assumed liability pursuant to Section 1.2, and (b) which shall constitute the sole and exclusive liability assumed by Payroll Company with respect to the employer- employee relationship; and (c) which will be limited to such Workers’ Compensation Insurance coverage amount; and (viii) any loan-out entities (and related service providers) engaged on a Project. Customer’s duty to defend Payroll Company hereunder shall entitle Payroll Company to select its legal counsel, it being acknowledged by Customer and Payroll Company that in any action arising pursuant to this Section, the respective interests of Customer and Payroll Company may in some instances be in conflict.

5.2. Payroll Company agrees to and will hold Customer harmless and to indemnify and defend Customer, its successors, officers, directors, employees, licensees and assignees and representatives against any and all Indemnification Liabilities instituted by any third party including, without limitation, any governmental agency or person or entity including, without limitation, any person working for or with Customer (whether or not covered by these T&Cs) and/or by any labor organization purporting to represent any such individual(s), which arise out or are in connection with (i) any breach of a representation or warranty of Payroll Company given to Customer pursuant hereto; (ii) Payroll Company’s breach of any of its covenants arising under these T&Cs; and/or (iii) all liabilities for which Payroll Company has expressly assumed liability hereunder, except to the extent such Indemnification Liabilities that relate to multi-plaintiff actions could have been avoided or reduced by Customer’s use of agreements or provisions requiring arbitration, or similar contractual arrangements. Notwithstanding anything herein to the contrary, any and all penalties, fines, settlements, judgments, awards, fees and/or costs will be borne solely by Customer, unless determined to be owed solely due to the wrongful acts or omissions of Payroll Company.

5.3. In no event will Payroll Company be liable to Customer for any indirect, incidental, consequential, exemplary, or special damages arising out of or in any way connected with these T&Cs, whether in an action based upon contract, tort, or otherwise. In no event will Payroll Company, or any third-party performing services for or on behalf of Payroll Company hereunder, be liable for any direct or indirect damages or loss due to (i) any Customer materials or (ii) any matter beyond Payroll Company’s reasonable control. Customer’s sole remedy for Payroll Company’s liability regarding the services provided hereunder will be limited to the re-performance of any defective service provided by Payroll Company, or if re-performance is not available or practical, then a pro-rata refund of the fees paid to Payroll Company that are allocable to the defective service. In no event will the liability of Payroll Company, or any third-party performing services for or on behalf of Payroll Company hereunder, with respect to the services or otherwise related to these T&Cs exceed the handling fees paid by Customer with respect to the applicable Project during the prior twelve months for any and all claims hereunder by Customer.

6. **Term and Termination.** The term of these T&Cs shall commence on the date of Customer’s signature above and shall continue until terminated by Customer or Payroll Company, which termination may occur at any time and for any reason upon twenty-four (24) hours’ written notice to the other party.

7. **Governing Law, Jurisdiction and Venue:** These T&Cs will be deemed, made, construed, and interpreted in accordance with the laws of the State of California, without giving effect to that state’s choice of law rules. Any disputes arising out of or related to these T&Cs, or any other aspect of the parties’ relationship, will be heard only in the state courts located in Los Angeles County, California to the exclusion of all other courts and fora. Payroll Company and Customer each hereby irrevocably and unconditionally consent to the jurisdiction of, and venue in, such courts and waive any objection that such courts are an inconvenient forum.

# 2024 Cost Summary: Entertainment Tours



As of January 1, 2024

Employment Taxes	California (Excluding San Francisco*)	New York	Tennessee
FICA	6.20% - \$168,600 limit	6.20% - \$168,600 limit	6.20% - 168,600 limit
Medicare	1.45% - no limit	1.45% - no limit	1.45% - no limit
FUI	0.60% - \$7,000 limit	0.60% - \$7,000 limit	0.60% - \$7,000 limit
Supplemental FUI	0.90% - \$7,000 limit	0.90% - \$7,000 limit	0.00%
SUI <sup>1</sup>	6.20% - \$7,000 limit	9.90% - \$12,500 limit	8.694% - \$7,000 limit
NY Interest Assessment Surcharge (IAS)	NA	0.18% - \$12,500 limit	NA
NY Employer SDI	NA	0.08% - no cap	NA
MCTMT NYC tax	NA	0.60% - no cap	NA
<b>Total<sup>2</sup></b>	<b>15.35%</b>	<b>19.91%</b>	<b>16.944%</b>

Plus any locally-mandated employer taxes: San Francisco Healthcare tax is calculated at \$3.51/hour (not a percentage). CA Non-Resident Corp Tax (employee deduction - only applies to non-residents) is 7.00%. NY Employer SDI is 0.08% - \$12,000 ceiling and MCTMT NYC Tax is 0.34% - no cap (Local taxes are subject to change)

Workers' Compensation <sup>3</sup>	California (inclusive of San Francisco)	New York	Tennessee
Crew / Domestic Household	4.95%	4.95%	4.95%
Performers	3.95% (\$2,975 limit/week)	3.95% (\$7,075 limit/week)	3.95%
Dancers	7.55%	7.55%	7.55%
Catering	5.95%	5.95%	5.95%
Drivers	10.95%	10.95%	10.95%
Exec. Officers / Clerical	2.95% (\$2,975 limit/wk-Applicable to executive officers only)	2.95% (\$7,075 limit/wk-Applicable to executive officers only)	2.95%
<i>Foreign WC Rate</i>	<i>6.00% (Applicable to U.S. citizens and legal resident aliens working outside the U.S.)</i>		

Note: The Workers' Compensation rates noted above are for non-hazardous work. Stunts, pyrotechnics, aircraft, watercraft, or other hazardous activities are not covered unless approved in advance of the work by the Cast & Crew Risk Management Department. Hazardous activities may be subject to a surcharge that impacts your project's budget.

## Administrative Fees

- CAPS / Cast & Crew Handling Fee is one and six tenths' percent (1.60%) of gross wages, non-taxable reimbursements, and per-diem or a minimum of fifteen dollars (\$15.00) per check, whichever greater. Two percent (2.00%), or a minimum of fifteen dollars (\$15.00) per check without Cast & Crew Workers' Compensation coverage.
- CAPS / Cast & Crew Tech and Security Fee is one quarter percent (0.25%) of gross wages, non-taxable reimbursements, and per-diem.
- Adjustment and or Retroactive fees may be applicable
- Delivery charges to be applied accordingly / No charge for direct deposit

## Annual & Semi-Annual Officer Payments

- Existing Administrative Fee, capped at Two Hundred Dollars (\$200) per check for transactions related to executive officer payments.
- Workers Compensation charges do not apply for annual or quarterly officer or bonus payments

## Credit Term

- NET 00 ACH

<sup>1</sup> SUI rates subject to change.

<sup>2</sup> Payroll is subject to additional jurisdiction employment taxes.

<sup>3</sup> All rates and fees are subject to change.

**AUTHORIZATION AGREEMENT FOR DIRECT DEBITS****The following are requirements for setting up direct debits:**

- You must already have an account set up with your bank.
- You must inquire if your bank has any special procedures and/or requirements regarding direct debits, and immediately complete your obligations under these requirements.
- You must complete this Authorization form.
- If utilizing multiple entities on your project, please indicate all companies to be debited from the bank account information included on this agreement.

Production Company(ies) \_\_\_\_\_

Project / Event / Tour Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

This email address will receive Direct Debit remittance notices after the debit has taken place, including invoice numbers and amounts for reconciliation purposes.

Email(s) \_\_\_\_\_

Production Company hereby authorizes Cast & Crew LLC and its subsidiaries (“C&C”), to initiate debit withdrawals from Production Company’s account at the Financial Institution named below. Production Company additionally authorizes C&C, in compliance with C&C’s standard operating procedures, to initiate credit entries and adjustments for any debit entries in error, and to credit or debit the same from such account. Production Company understands and represents that the originations of all transactions to Production Company account will and must comply with the provisions of U.S. law.

Financial Institution \_\_\_\_\_ Phone Number \_\_\_\_\_

Bank Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account:  Checking  Savings Method ofTransmission:  ACH  Reverse Wire

This authorization shall remain in full force and effect. Production Company may only cancel this authorization by providing written notice to C&C at least 5 business days in advance of cancellation. Production Company represents that C&C shall receive written notice of cancellation in such time, and in such manner as to afford C&C and Financial Institution a reasonable opportunity to act on it. Furthermore, Production Company represents that we have advised our financial institution of this Authorization and we have complied with all of the financial institutions’ requirements related thereto, as applicable.

Name(s) \_\_\_\_\_ ID Number \_\_\_\_\_  
(Please Print) (C&C Internal Use)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Should you have any questions, please contact Accounts Receivable at [accounts\\_receivable@castandcrew.com](mailto:accounts_receivable@castandcrew.com).

## Requirements for Certificate of Liability Insurance

Thank you for choosing to set your new payroll account up with CAPS / Cast & Crew Live Entertainment. As employer of record for the people who will be paid by us, CAPS / Cast & Crew Live Entertainment will provide obligatory workers compensation insurance coverage, will work with you to administer any claims related to the workers compensation coverage and work to ensure the impacted employee receives the necessary care and support in what could be considered a challenging and stressful situation. Following the complete setup of this new account, Cast & Crew Risk Management will deliver to you a comprehensive overview of the coverage, complete with the necessary tools for filing claims, requesting certification, and other useful items.

### **I plan to utilize CAPS / Cast & Crew Live Entertainment Workers Compensation Insurance**

For clients utilizing the CAPS Workers Compensation Insurance, nothing more is required of you at this time to set up your new account.

### **I plan to carry my own Workers Compensation Insurance outside of CAPS / Cast & Crew Live Entertainment**

For clients choosing to provide their own workers compensation coverage, please review the following requirements, as all are needed to have workers compensation insurance waived on this new account.

**Workers Compensation:** \$1,000,000 Workers Compensation Statutory Limit

**Insured:** Full name and address of the production company with which **CAPS / Cast & Crew** has a payroll services agreement (“PSA”). If the insured is a parent company of the production company, then the COI must show coverage for the production company as an affiliate or subsidiary.

**Policy Specifics:** Policy numbers and dates of coverage must be shown for all required policies in effect for the duration of employment of covered personnel.

**Certificate Holder:** **New Payroll Associates, LLC**  
2300 Empire Avenue, 5<sup>th</sup> Floor, Burbank, CA 91504-3350

### **Miscellaneous:**

- **The insurance certificate must be prepared and issued directly from your insurance agent to your sales representative to ensure their acknowledgement of New Payroll Associates, LLC as additional insured on your policies. *Please attach a copy of the policy endorsement confirming this additional insured status.***
- If payroll is processed for more than one project under a production company, we will need a COI submitted for each project under that production company. You may also elect to issue a “blanket” COI, which does not specify each project and instead covers “various projects.”
- Please be sure that the company listed (in the insured section of the insurance certificate) matches that of the company listed on the submission form during setup.