

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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Cast & Crew | Live Entertainment

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: ☐ Yes

☐ 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 (“**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 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 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 Company, and payroll reports approved per Company deadlines to allow for proper processing of payroll. On the basis of the Records, Company shall compute, process, deduct, remit and pay wages, allowances, fees, dues, garnishments, contributions required for minors, trust fund contributions, US taxes, insurance, fringe benefits, and/or other payments called for under applicable US Laws (defined below) 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 Company agrees to withhold and retain such amounts as designated by Customer from the wages of such designated Personnel to be submitted to Customer. The payroll services provided by Company with respect to Personnel for work performed outside of the US do not include calculation, withholding or remittance of foreign taxes and Customer hereby agrees to be solely responsible therefor. Company shall also prepare and file certain US governmental or CBA returns and reports, including but not limited, to quarterly or yearly US 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, 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, Company will provide the payroll services, issue W-2s and similar documents, and file applicable US federal, state, and local tax returns, under Company’s applicable Federal Employer Identification Numbers. As used in these T&Cs, “**Laws**” means 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.

1.2. If Customer has purchased the Workers’ Compensation Insurance (defined below) from Company’s program, 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 US Laws (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 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 Company against any such liabilities in the manner specified hereunder.

1.3. 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 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 Company that within the scope of these T&Cs, the status of 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 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 US and foreign 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 US and foreign Laws;

3.3. Customer will timely provide Company with all information and materials required and requested by 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 Company to perform its obligations hereunder and any and all information provided to 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 US and foreign tax and immigration Laws and for verifying the legal right of each Personnel to obtain employment in the US, and any other applicable country, 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 US, Customer will notify Company of this fact within twenty-four (24) hours and will be solely responsible for notifying the affected Personnel, completing and submitting any and all documents required by the US 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 US. In the event that Company acts as Customer’s agent for E-Verify purposes, then Customer will indemnify, defend and hold harmless Company against any liability arising from or related to any Personnel’s legal right to obtain employment in the US;

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, Company will not be subject to any claims arising from, in connection with, or as a result of services supplied by 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 Company.

3.7. Customer shall be solely responsible for any and all obligations (whether by collective bargaining agreement, personal agreement, Law 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 Company. Notwithstanding anything herein to the contrary, Company reserves the right to refuse to process any payroll for which 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 US Laws, including, without limitation, US tax and immigration Laws;

3.8. Customer has and shall maintain throughout the term of these T&Cs a customary liability insurance policy (with coverage of at least \$1 million per occurrence and \$2 million in the aggregate – see attached Exhibit A) for music tours or live events and Customer shall name Company as an additional insured on all such certificates of insurance prior to any person becoming a Personnel pursuant to these T&Cs. Customer will waive their rights of subrogation under any such insurance policy against Company (including Commercial General Liability and Automobile Liability). Further, such certificates of insurance shall provide that any notice of cancellation or non-payment of premium be sent to Company at least thirty (30) days prior to any cancellation of such insurance. Customer’s insurance is primary and noncontributory and needs to be completely exhausted before Company or its Affiliates’ coverages, if applicable, will respond. If Customer elects to purchase the Workers’ Compensation Insurance outside of the Company program, Customer shall maintain a policy that includes an Alternate Employer Endorsement in favor of Company;

3.9. Customer will permit 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 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”), 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 Company and Customer (which direct business relationship includes Company’s provision of similar services generally for the Personnel); and (iv) combining personal information which 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 Company may combine personal information to perform any business purpose as further set forth in the CPRA. If 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 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 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 Company harmless and to indemnify and defend 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 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) Company’s use of or reliance on any information received by Company from or on behalf of Customer; (v) 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 CBA(s), if required; (vii) the employer-employee relationship between Customer and any Personnel, other than workers’ compensation liabilities (a) for which Company has expressly assumed liability pursuant to Section 1.2, (b) which will constitute the sole and exclusive liability assumed by Company with respect to the employer-employee relationship; and (c) which will be limited to such Workers’ Compensation Insurance coverage amount; (viii) any loan-out entities (and related service providers) engaged on a Project, and (ix) compliance with foreign Laws applicable to work performed by Personnel outside of the US. Customer’s duty to defend Company hereunder shall entitle Company to select its legal counsel, it being acknowledged by Customer and Company that in any action arising pursuant to this Section, the respective interests of Customer and Company may in some instances be in conflict.

5.2. 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 Company given to Customer pursuant hereto; (ii) Company’s breach of any of its covenants arising under these T&Cs; and/or (iii) all liabilities for which 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 Company.

5.3. In no event will 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 Company, or any third-party performing services for or on behalf of Company hereunder, be liable for any direct or indirect damages or loss due to (i) any Customer materials or (ii) any matter beyond Company’s reasonable control. Customer’s sole remedy for Company’s liability regarding the services provided hereunder will be limited to the re-performance of any defective service provided by Company, or if re-performance is not available or practical, then a pro-rata refund of the fees paid to Company that are allocable to the defective service. In no event will the liability of Company, or any third-party performing services for or on behalf of 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 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. 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.

2025 Cost Summary: Entertainment Tours



As of January 5, 2025

Employment Taxes	California (Excluding San Francisco*)	New York	Tennessee
FICA	6.20% - \$176,100 limit	6.20% - \$176,100 limit	6.20% - \$176,100 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	1.20% - \$7,000 limit	1.20% - \$7,000 limit	0.00%
SUI ¹	6.20% - \$7,000 limit	9.90% - \$12,800 limit	9.128% - \$7,000 limit
NY Interest Assessment Surcharge (IAS)	NA	0.18% - \$12,800 limit	NA
NY Employer SDI	NA	0.08% - no cap	NA
MCTMT NYC tax	NA	0.60% - no cap	NA
Total²	15.65%	20.21%	17.378%

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 Interest Assessment Surcharge (IAS) is 0.18% - \$12,800 ceiling. NY Employer SDI is 0.08% - no cap. MCTMT NYC Tax is 0.60% - no cap (Local taxes are subject to change).

Workers' Compensation ³	California (inclusive of San Francisco)	New York	Tennessee
Crew / Domestic Household	4.95%	4.95%	4.95%
Performers	3.95% (\$3,075 limit/week)	3.95% (\$7,400 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% (\$3,075 limit/wk-Applicable to executive officers only)	2.95% (\$7,400 limit/wk-Applicable to executive officers only)	2.95%
Foreign WC Rate	6.00% (Applicable to U.S. citizens and legal resident aliens working outside the U.S.)		

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

¹ SUI rates subject to change.

² Payroll is subject to additional jurisdictional employment taxes.

³ 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 of

Transmission: ☒ 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.



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, 5th 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.