

PAYROLL SUBMISSION FORM

For Week Ending Sunday		
Month	Day	Year

CLIENT INFORMATION:

Company Name: _____
 Supervisor's Name: _____
 Phone Number: _____

PRODUCTION INFORMATION:

Project Name: _____
 Project Number: _____
 Production Dates: _____

Talent Name	Regular Hours Fees	OT Hours Fees	Total Fees

Gross Talent Payroll:

Payroll Processing Fee (GTP * 25%):

Processing Surcharge¹ (if applicable):

TOTAL DUE:

¹ Gross payrolls totaling less than \$1000 are subject to a \$30 processing surcharge.
 Gross payrolls totaling less than \$500 are subject to a \$50 processing surcharge.

- Full payment must accompany payroll submission in order for the payroll request to be accepted. No exceptions are permitted.
- All associated tax and employment forms [timesheets, W-4, I-9, Child Employment Work Permit] must accompany the payroll submission in order for the payroll to be processed. The only exceptions are for those talent with forms already on-file with RochesterTalent.com.
- Payroll is processed on a bi-weekly basis; current pay periods are listed on the back of this form.
- Payroll submission must be received by 5:00pm on the Monday following the end of a pay period in order to be included in that period's check run.
- Paychecks will be mailed by 4:30pm of the Friday following the end of the applicable pay period.

If you have any questions, please contact our office between 8:30am and 5:30pm, Monday though Friday.

CLIENT TERMS AND CONDITIONS

- The client certifies that the employees are being paid and treated in accordance with all applicable federal and state labor laws.
- Payment of all funds, including both payroll and service fees, is due at the time of payroll submittal. Failure to provide appropriate funds will result in a rejection of the payroll submission.

 Authorized Representative of Client

 Date

FOR OFFICE USE ONLY

Pay Period	Accepted <input type="checkbox"/> Rejected <input type="checkbox"/>	Notes	Date Processed	Initials

Pay Period	Period Ending	Check Date
1	1/12/08	1/18/08
2	1/26/08	2/1/08
3	2/9/08	2/15/08
4	2/23/08	2/29/08
5	3/8/08	3/14/08
6	3/22/08	3/28/08
7	4/5/08	4/11/08
8	4/19/08	4/25/08
9	5/3/08	5/9/08
10	5/17/08	5/23/08
11	5/31/08	6/6/08
12	6/14/08	6/20/08
13	6/28/08	7/4/08
14	7/12/08	7/18/08
15	7/26/08	8/1/08
16	8/9/08	8/15/08
17	8/23/08	8/29/08
18	9/6/08	9/12/08
19	9/20/08	9/26/08
20	10/4/08	10/10/08
21	10/18/08	10/24/08
22	11/1/08	11/7/08
23	11/15/08	11/21/08
24	11/29/08	12/5/08
25	12/13/08	12/19/08
26	12/27/08	1/2/09