



DIRECTORS GUILD-PRODUCER TRAINING PLAN ASSISTANT DIRECTORS TRAINING PROGRAM

DISTANT LOCATION PACKAGE PART 2

Included with this coversheet are the following Distant Location Incentive Program forms:

1. How to Process directive
2. DLIP Agreement
3. DLIP Payment Request Form (**Processed by accounting with receipts at the end of principal photography!**)
4. W-9 Form (**Include with DLIP Payment Request Form!**)
5. DGA BA, Trainee Salary and Meal Period language

Please review the agreement. Please *email this signed copy back* and we will keep it on file.

All Distant Location Incentive Payment Request Forms must be submitted to the Training Plan office within 90 days of the completion of principal photography. If this form, accompanied by the required receipts, is not submitted within this period, the Plan will consider the incentive payment forfeited.

Thank you for considering a Trainee for your production!



DIRECTORS GUILD-PRODUCER TRAINING PLAN

ASSISTANT DIRECTORS TRAINING PROGRAM

How to process the paperwork for reimbursement...

This *Payment Request Form* should be given to accounting and must be emailed to the Training Plan office within 90 days of the completion of principal photography. Copies of all receipts must be attached in order for this to be processed. If this form, accompanied by the required receipts, is not submitted within this period, the Plan will consider the incentive payment forfeited.

Your Payment Request Form must be accompanied by a completed W-9 form. If we do not receive a W-9 form with your Payment Request, we can't process payment.

Thank you for considering a Trainee for your production!

**Directors Guild-Producer Training Plan
Assistant Directors Training Program**



DIRECTORS GUILD-PRODUCER TRAINING PLAN

ASSISTANT DIRECTORS TRAINING PROGRAM

Payment Request Form

Production:

Production Company:

Address:

Phone Number:

Company Representative:

Assistant Director Trainee:

Number of Weeks/Days Worked on Distant Location:

Total Amount Paid:

Total Incentive Payment Requested:

Attach copies of all receipts for the trainee's housing, per diem and transportation expenses for the period that he/she worked on distant location on the production. Without such receipts, the incentive request will not be processed.

All Distant Location Incentive Payment requests must be emailed to the Training Plan office within 90 days of the completion of principal photography. If this form, accompanied by the required receipts, is not submitted within this period, and include a completed W-9 Form, the Plan will consider the incentive payment forfeited.

Signature of Company Representative

Date

Trainee Weekly Daily Rates
July 2026 - June 2027
***Los Angeles County Minimum Wage**

TIME PERIOD	WEEKLY RATE (1)	BASIC HOURLY	OVERTIME RATE	DAILY RATE (2)	HOURLY (DAILY)	OVERTIME (DAILY)
1-100 DAYS	\$1,124	\$18.420	\$27.6300	\$281	\$23.025	\$34.5375
101-200 DAYS	\$1,166	\$19.116	\$28.6740	\$292	\$23.895	\$35.8425
201-300 DAYS	\$1,250	\$20.489	\$30.7335	\$312	\$25.611	\$36.2115
301-400 DAYS	\$1,333	\$21.856	\$32.7840	\$333	\$27.320	\$38.6295
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE			

DGA Trainee Wage Trainee Program 14-103 7/1/2025 - 6/30/2026					
Weekly Hourly			Day Play Hourly		
1st Period	\$18.420	0-100 Days	1st Period	\$23.025	0-100 Days
2nd Period	\$19.116	100-200 Days	2nd Period	\$23.895	100-200 Days
3rd Period	\$20.489	200-300 Days	3rd Period	\$25.611	200-300 Days
4th Period	\$21.856	300-400 Days	4th Period	\$27.320	300-400 Days
Weekly (1) *			Day Play Daily(2)		
1st Period	\$1,124	0-100 Days	1st Period	\$281	0-100 Days
2nd Period	\$1,166	100-200 Days	2nd Period	\$292	100-200 Days
3rd Period	\$1,250	200-300 Days	3rd Period	\$312	200-300 Days
4th Period	\$1,333	300-400 Days	4th Period	\$333	300-400 Days
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

Trainee Weekly Daily Rates

July 2026 - June 2027

*Los Angeles County Minimum Wage

Some of the following low budget agreement compensation levels may fall below the Los Angeles County wage rates. Employees must be paid at the minimum wage rate which is currently \$17.361 per hour. Overtime applies. Rates highlighted in RED denotes the minimum wage rate rule would take precedence. Calculations are based on HOURS WORKED and the DGA TRAINEE WAGE listed in the DGA Basic Agreement Article 14-103 and the 2024-25 DGA Basic Agreement Wage Tables supplement.

Note that a 54 hour guarantee equals 61 pay hours multiplied by \$18.42 per hour minimum wage rate.

DGA Trainee Wage Low Budget Projects Level 1a Agreements Negotiable 7/1/2025 - 6/30/2026					
All Trainees would be paid minimum wage for all Periods for this category unless otherwise negotiated at a higher rate.					

DGA Trainee Wage Low Budget Projects Level 1b Agreements 33% of BA Scale 7/1/2025 - 6/30/2026					
<i>Weekly Hourly</i>			<i>Day Play Hourly</i>		
1st Period	\$6.079	0-100 Days	1st Period	\$7.598	0-100 Days
2nd Period	\$6.308	100-200 Days	2nd Period	\$7.885	100-200 Days
3rd Period	\$6.761	200-300 Days	3rd Period	\$8.452	200-300 Days
4th Period	\$7.212	300-400 Days	4th Period	\$9.016	300-400 Days
<i>Weekly (1) *</i>			<i>Day Play Daily(2)</i>		
1st Period	\$370.79	0-100 Days	1st Period	\$92.70	0-100 Days
2nd Period	\$384.81	100-200 Days	2nd Period	\$96.20	100-200 Days
3rd Period	\$412.44	200-300 Days	3rd Period	\$103.11	200-300 Days
4th Period	\$439.96	300-400 Days	4th Period	\$109.99	300-400 Days
<i>(1) 54 HOUR GUARANTEE</i> <i>40 @ BASIC, 14 @ OVERTIME</i>			<i>(2) 1/4 WEEKLY RATE, 10.8 HOUR</i> <i>8 HRS STRAIGHT, 2.8 @ OT RATE</i>		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

DGA Trainee Wage Low Budget Projects Level 2 Agreements 50% of BA Scale 7/1/2025 - 6/30/2026					
<i>Weekly Hourly</i>			<i>Day Play Hourly</i>		
1st Period	\$9.210	0-100 Days	1st Period	\$11.513	0-100 Days
2nd Period	\$9.558	100-200 Days	2nd Period	\$11.948	100-200 Days
3rd Period	\$10.245	200-300 Days	3rd Period	\$12.806	200-300 Days
4th Period	\$10.928	300-400 Days	4th Period	\$13.660	300-400 Days
<i>Weekly (1) *</i>			<i>Day Play Daily(2)</i>		
1st Period	\$561.81	0-100 Days	1st Period	\$140.45	0-100 Days
2nd Period	\$583.04	100-200 Days	2nd Period	\$145.76	100-200 Days
3rd Period	\$624.91	200-300 Days	3rd Period	\$156.23	200-300 Days
4th Period	\$666.61	300-400 Days	4th Period	\$166.65	300-400 Days
<i>(1) 54 HOUR GUARANTEE</i> <i>40 @ BASIC, 14 @ OVERTIME</i>			<i>(2) 1/4 WEEKLY RATE, 10.8 HOUR</i> <i>8 HRS STRAIGHT, 2.8 @ OT RATE</i>		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

Trainee Weekly Daily Rates
July 2026 - June 2027
***Los Angeles County Minimum Wage**

DGA Trainee Wage Low Budget Projects Level 3 Agreements 60% of BA Scale 7/1/2025 - 6/30/2026					
Weekly Hourly			Day Play Hourly		
1st Period	\$11.052	0-100 Days	1st Period	\$13.815	0-100 Days
2nd Period	\$11.470	100-200 Days	2nd Period	\$14.337	100-200 Days
3rd Period	\$12.293	200-300 Days	3rd Period	\$15.367	200-300 Days
4th Period	\$13.114	300-400 Days	4th Period	\$16.392	300-400 Days
Weekly (1) *			Day Play Daily(2)		
1st Period	\$674.17	0-100 Days	1st Period	\$168.54	0-100 Days
2nd Period	\$699.65	100-200 Days	2nd Period	\$174.91	100-200 Days
3rd Period	\$749.90	200-300 Days	3rd Period	\$187.47	200-300 Days
4th Period	\$799.93	300-400 Days	4th Period	\$199.98	300-400 Days
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

DGA Trainee Wage Low Budget Projects Level 4a Agreements 70% of BA Scale 7/1/2025 - 6/30/2026					
Weekly Hourly			Day Play Hourly		
1st Period	\$12.894	0-100 Days	1st Period	\$16.118	0-100 Days
2nd Period	\$13.381	100-200 Days	2nd Period	\$16.727	100-200 Days
3rd Period	\$14.342	200-300 Days	3rd Period	\$17.928	200-300 Days
4th Period	\$15.299	300-400 Days	4th Period	\$19.124	300-400 Days
Weekly (1) *			Day Play Daily(2)		
1st Period	\$786.53	0-100 Days	1st Period	\$196.63	0-100 Days
2nd Period	\$816.25	100-200 Days	2nd Period	\$204.06	100-200 Days
3rd Period	\$874.88	200-300 Days	3rd Period	\$218.72	200-300 Days
4th Period	\$933.25	300-400 Days	4th Period	\$233.31	300-400 Days
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

Trainee Weekly Daily Rates
July 2026 - June 2027
***Los Angeles County Minimum Wage**

DGA Trainee Wage Low Budget Projects Level 4b Agreements 80% of BA Scale 7/1/2025 - 6/30/2026					
Weekly Hourly			Day Play Hourly		
1st Period	\$14.736	0-100 Days	1st Period	\$20.723	0-100 Days
2nd Period	\$15.293	100-200 Days	2nd Period	\$21.506	100-200 Days
3rd Period	\$16.391	200-300 Days	3rd Period	\$23.050	200-300 Days
4th Period	\$17.485	300-400 Days	4th Period	\$24.588	300-400 Days
Weekly (1) *			Day Play Daily(2)		
1st Period	\$898.90	0-100 Days	1st Period	\$237.17	0-100 Days
2nd Period	\$932.86	100-200 Days	2nd Period	\$247.31	100-200 Days
3rd Period	\$999.86	200-300 Days	3rd Period	\$265.07	200-300 Days
4th Period	\$1,066.57	300-400 Days	4th Period	\$282.76	300-400 Days
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

DGA Trainee Wage Low Budget Projects Level 4c Agreements 90% of BA Scale 7/1/2025 - 6/30/2026					
Weekly Hourly			Day Play Hourly		
1st Period	\$16.578	0-100 Days	1st Period	\$20.723	0-100 Days
2nd Period	\$17.204	100-200 Days	2nd Period	\$21.506	100-200 Days
3rd Period	\$18.440	200-300 Days	3rd Period	\$23.050	200-300 Days
4th Period	\$19.670	300-400 Days	4th Period	\$24.588	300-400 Days
Weekly (1) *			Day Play Daily(2)		
1st Period	\$1,011.26	0-100 Days	1st Period	\$252.81	0-100 Days
2nd Period	\$1,049.47	100-200 Days	2nd Period	\$262.37	100-200 Days
3rd Period	\$1,124.85	200-300 Days	3rd Period	\$281.21	200-300 Days
4th Period	\$1,131.06	300-400 Days	4th Period	\$299.97	300-400 Days
(1) 54 HOUR GUARANTEE 40 @ BASIC, 14 @ OVERTIME			(2) 1/4 WEEKLY RATE, 10.8 HOUR 8 HRS STRAIGHT, 2.8 @ OT RATE		
* Weekly Guarantee - 54 Cumulative Hours			Minimum Call - 8 Hours		

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ARTICLE 14

Trainee Programs, Intern Programs, Qualification Lists and Interchange

Section 14-100 **TRAINEE PROGRAM**

14-101 Administration

- (a) The parties have established the Directors Guild–Producer Training Plan (herein referred to as the Trust Fund) which is a jointly-administered formal program for training a sufficient number of qualified Assistant Directors and UPMs to meet the needs of the industry. Such program provides the methods for placing such qualified persons as Assistant Directors.
- (b) Effective July 1, 2014, the Trust Fund shall continue to be funded by Employer contributions during the term hereof to be made simultaneously with payments to the Pension Plan and shall be paid as follows:

Three-eighths (3/8) of one percent of the compensation of each First and Second Assistant Director and UPM employed on theatrical or television motion pictures subject to this BA in Los Angeles County or on location outside said county when transported by the Employer from Los Angeles to such location. Such compensation shall be computed on the same basis as the compensation is computed for contributions under the Directors Guild of America–Producer Pension Plan as provided in Article 12 of this BA. If, during the term of this Basic Agreement, the Trust Fund's cash surplus is less than \$50,000, then the amount of contribution referred to in this subparagraph (b) shall be one-half of one percent (.5%), until said surplus is increased to \$50,000.

- (c) The Trust Fund shall administer the formal training program through a Board consisting of at least fourteen (14) Trustees

with Employers and Employees at all times equally represented. Such training program and Trust Fund shall be established and administered in accordance with all applicable laws and regulations, and such Trust Fund, subject to the above provisions, shall be established and administered in accordance with the applicable provisions contained in Article 12 of this BA relating to the Directors Guild of America–Producer Pension Plan Trust.

- (d) Any money paid by Employer as a contribution hereunder shall not constitute or be deemed to be wages to the individual Employees, nor shall said money so paid be in any manner liable for or subject to the debts, contracts, liabilities or torts of such Employees.

14-102 Trainees covered by such program shall not be subject to the provisions of this BA, except the following provisions of this BA shall apply:

Section 1-100; Recognition
Paragraph 13-108; Payroll Week
Paragraph 13-601; Vacations
Paragraph 13-210; Aircraft Flight Allowance
Paragraph 13-211; Underwater Work Allowance
Paragraph 13-214; Travel Insurance

14-103 Trainees may be employed on a weekly basis (except that there may be a partial week at the end of any work period, in which case each day worked shall be paid for at the rate of one-fifth (1/5) of the applicable weekly guarantee rate).

Trainees may be employed on a daily basis, in which case each day worked shall be paid at the rate of one-fourth (1/4) of the applicable weekly guarantee.

All such employment shall be subject to the following wage scale and working conditions:

*Weekly Guarantee - 54 Cumulative Hours Minimum Call - 8 Hours						
	----- 7/1/14[†] -----		----- 7/1/15 -----		----- 7/1/16 -----	
**	Regular Basic Hourly Rate	Weekly Guarantee	Regular Basic Hourly Rate	Weekly Guarantee	Regular Basic Hourly Rate	Weekly Guarantee
1st Period	\$12.424	\$758	\$12.797	\$781	\$13.181	\$804
2nd Period	13.347	814	13.747	839	14.159	864
3rd Period	14.305	873	14.734	899	15.176	926
4th Period	15.259	931	15.717	959	16.189	988

- * (a) Employees under this schedule shall be paid at the scheduled Regular Basic Hourly Rate for the first forty (40) hours of the workweek and not less than one and one-half (1½) times such basic hourly rate of pay for all time over forty (40) hours in such workweek, with a guarantee that the Employee shall receive, for regular time and for such overtime as the necessities of the business may demand, a sum not less than the scheduled weekly guarantee for each workweek.
- * (b) The guaranteed pay of weekly Employees who absent themselves without the Employer's consent may be reduced one-fifth (1/5) of the weekly guarantee for each day of absence.

[†] See text of footnote 3 on page 39.

- * (c) A combination of studio and distant location employment may be used to fulfill the weekly guarantee.
- * (d) If an Employer employs more than one (1) Trainee in any given week, the Trust Fund shall reimburse the Employer for twenty percent (20%) of the salary of each Trainee employed other than the first. Such reimbursement shall be based upon minimum weekly or daily salaries in this Paragraph 14-103.
- ** Each period shall consist of one hundred (100) cumulative days of actual on-the-job training.

- 14-104** The full payroll week shall be the established payroll week of the Employer, from midnight Saturday to midnight Saturday.
- 14-105** New Year's Day, Presidents' Day (third Monday in February), Good Friday, Memorial Day (last Monday in May), Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day shall be recognized as holidays. If any of the above holidays falls on Sunday, the following Monday shall be considered the holiday. If the holiday falls on Saturday, the preceding Friday shall be considered the holiday except on distant locations not on a five (5) day per week shooting schedule. For holidays not worked in the period of his or her weekly guarantee, the Trainee shall receive a worktime credit (but not training credit) equal to the specified minimum call. For each holiday worked, the Trainee shall be paid an additional one-fifth (1/5) of the weekly guarantee.
- 14-106** Travel time shall be paid for in accordance with the standard craft travel time provisions prevailing in the motion picture industry based in Hollywood, California.
- 14-107** Each Trainee shall be given a nine (9) hour rest period, which shall begin at time of dismissal and end at the Trainee's actual call time the following day. If the full rest period is not given, the Trainee shall be paid an additional straight time for the invaded hours or portion of hours of the rest period.

- 14-108** A Trainee must work under the supervision of a Second Assistant Director at all times. Employer may employ a Trainee on any motion picture on which at least one (1) Second Assistant Director is employed. Employer may employ no more than one (1) Trainee on any motion picture, except that an additional Trainee may be employed if at least one (1) Second Second Assistant Director is employed on such motion picture.
- 14-109** Such Trainees shall be selected and trained as provided in the formal training programs as provided for in Paragraph 14-101.
- 14-110** It is the intent of the parties that these Trainees shall be employed to learn the art of becoming Assistant Directors and not for the purpose of replacing those Assistant Directors. The Employer is not required to employ a Trainee.
- 14-111** The Employer shall include Trainees in the list referred to in Paragraph 1-501 above.
- 14-112** Requirements for Trainee eligibility for placement on the Second Assistant Directors Qualification List are set forth at Paragraphs 14-302 and 14-402 below.
- 14-113**
- (a) There currently exists in New York an Assistant Directors Training Program administered by Trustees appointed by the Guild, the Association of Independent Commercial Producers and other producers signatory to the DGA Commercial Agreement and to this BA.
 - (b) Individuals enrolled in said program may be employed as Trainees on motion pictures based outside of Los Angeles County. On any motion picture on which a Trainee covered by the New York Area Assistant Directors Training Program is employed, Employer shall pay to the Directors Guild-Producer Training Plan contributions equal in amount to what would have been due pursuant to subparagraph 14-101(b) if that paragraph had been applicable. Contributions shall not be due under subparagraph 14-101(b) based upon any compensation

DGA BASIC SUPPLEMENTAL PROVISIONS FOR TRAINEES

Reference 14-102 Supplemental Provisions

1-101 Recognition

The Guild is recognized by the Employer as the sole collective bargaining agent for all Directors, Unit Production Managers, Assistant Directors, and Associate Directors in the motion picture industry (all of the foregoing are sometimes herein referred to as "Employees").

13-108 Payroll Week

The full payroll week shall be the established payroll week of the Employer from midnight Saturday until midnight Saturday.

13-210 Aircraft Flight Allowance

A First or Second Assistant Director required to and performing his or her regular assigned duties, as such, while flying in an aircraft in connection with a picture actually being photographed in such flight shall receive an allowance of \$170.00 for each such flight. The Guild will cooperate with Employer to avoid payments for unreasonable claims --e.g. , claims for separate payments in the course of one assignment for each time an aircraft makes a landing.

13-211 Underwater Work Allowance

The following allowance shall be paid when the work described below is done by First and Second Assistant Directors at the direction of the Employer: diving, in diving mask, air helmet, diving suit or artificial air helmet, in water ten (10) feet or more in depth, or descending in a submarine, an allowance of \$170.00 per dive or descent. The Guild will cooperate with Employer to avoid payments for unreasonable claims --e.g. , claims for separate payments in the course of one assignment for each time a diver surfaces.

13-214 Travel to Distant Location and Insurance

- (d) All transportation to and from distant locations, and meals and accommodations while on distant locations, for Unit Production Managers, Assistant Directors and Associate Directors shall be first class or the best obtainable if first class transportation, meals and accommodations are not available where and at the time required by the Employer.

13-601 Vacations-Assistant Directors, Unit Production Managers and Associate Directors

Except as otherwise provided in Sideletter 21 of this Agreement, each Assistant Director, UPM and Associate Director shall receive earned vacation pay at a rate of four percent (4%) of his or her salary upon layoff, dismissal or following a one-year period from the anniversary date of employment, whichever is the earliest.

9-103 Accidental Death and Dismemberment Insurance

Employer will provide a minimum coverage of \$200,000 of accidental death and dismemberment insurance to any Employee while required by Employer to travel by means of transportation furnished by Employer, other than by air, during Employee's assignment. In the event Employee is required to travel by air, then Employer will provide a minimum of \$250,000 of accidental death and dismemberment insurance for each Employee so required to travel by air, and \$350,000 of such accidental death and dismemberment insurance for each Employee when Employee is required to fly under the following circumstances:

(a) In all flights by conventional aircraft involving concurrent movement of seven (7) persons or less employed by Employer in which the Employee participates; and,

(b) In all cases in which Employee is required to fly in a helicopter or in which the flight is in connection with the production of a motion picture (other than ordinary travel to and from location, or other general travel) such as lining up the shots, rehearsals, photography, or scouting for locations.

In connection with transportation of Employees by air, Employer shall only use aircraft certified by proper governmental authority for the purpose for which it is to be used and such aircraft shall only be flown by appropriate licensed pilots. If a twin engine aircraft is reasonably available where it is required, Employer will use reasonable efforts to utilize the same if it is appropriate for the purpose. Employer shall cover each Employee engaging in underwater work with \$350,000 of accidental death and dismemberment insurance.

In the event Employer is unable to provide coverage for regular commercial transportation through its insurance carrier, the Employee shall be informed of this fact, subject to the exigencies of the production, no later than two (2) days prior to the date of departure so that the Employee may obtain such insurance coverage. The Employer shall reimburse the Employee for the cost of the premium paid by Employee in order to obtain such coverage for such trip.

State of California guidelines for Meal Periods

Taken from the Division of Labor Standards Enforcement

§11120. Order Regulating Wages, Hours, and Working Conditions in the Motion Picture Industry.

Chapter 5. Industrial Welfare Commission

Group 2. Industry and Occupation Orders

Article 12. Motion Picture Industry

11. Meal Periods.

(A) No employer shall employ any person for a work period of more than six (6) hours without a meal period of not less than thirty (30) minutes, nor more than one (1) hour. Subsequent meal period for all employees shall be called not later than six (6) hours after the termination of the preceding meal period.

(B) Unless the employee is relieved of all duty during a thirty (30) minute meal period, the meal period shall be considered an "on duty" meal period and counted as time worked. An "on duty" meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the employee may, in writing, revoke the agreement at any time.

(C) If an employer fails to provide an employee a meal period in accordance with the applicable provisions of this Order, the employer shall pay the employee one (1) hour of pay at the employee's regular rate of compensation for each work day that the meal period is not provided.

(D) In all places of employment where employees are required to eat on the premises, a suitable place for that purpose shall be designated.

Note: This was information was taken from <http://www.dir.ca.gov/t8/11120.html>.