

EMPLOYMENT REPORTS
FORM F AND FORM F-1 (Extras)

INSTRUCTIONS

*READ ALL INSTRUCTIONS COMPLETELY
BEFORE FILLING OUT THESE FORMS*

FORM F and **FORM F-1 (Extras)** are employment reports intended to measure the total number of persons employed, hours worked and wages paid by the applicant in the creation of the qualified production.

NOTE: The terms 'employed' and 'employee' as used herein are intended be inclusive of ALL individuals who directly receive compensation for working on or contributing services to the production. These reports must include all information (name, hours and wages) for all compensated individuals, including Qualified, Non-Qualified, ATL, contract (e.g., DGA), BTL, all cast, crew, producers, loan-outs and independent contractors.

For individuals or employees whose service is not ordinarily recorded in hours:

- For employees (such as DGA members) whose service is recorded as Weekly, estimate as accurately as possible average hours per week for that employee, multiply by weeks worked and enter total in **FORM F: Total Hours**.
- For talent, producers or others paid by flat fee contract, estimate hours per week as above and enter in **FORM F: Total Hours**
- If **Extras** or other employees are paid in Man Days rather than hours, use **FORM F-1 (Extras)** and enter total man days worked in **FORM F-1: Total Days**. Do not attempt to convert Man Days to hours. ONLY use **Form F-1** if extras are paid in Days. If paid in hours, use **Form F**.

If you use more than one payroll service, please combine all reports on **FORM F**. If there are employees not included in the payroll service reports, please add their information to **FORM F** as well.

NUMBER OF EMPLOYEES should reflect the total number of individual persons and/or employees who worked on this project. (This is all inclusive: Qualified, Non-Qualified, ATL, BTL, all cast and crew). In the event that an individual works in more than one calendar year, works significant hours in more than one Work State or performs in more than one job category, there may be duplicate entries for that individual on your payroll service reports. In such instances, please adjust the **Number of Employees** on FORM F to eliminate double counting and reflect an accurate count.

Work State means the state in which the work was performed. If an employee worked substantially in more than one state on this project (e.g., several weeks in LA and several weeks in New York) please list the appropriate figures for that employee for each Work State. As noted above, however, be certain to adjust the Number of Employees so that each individual is counted only once even if their name appears in multiple rows in the table due to multiple Work States.

Residence State means the state in which the employee declares legal residence.

NYC Resident Indicate Yes or No if the employee a resident of New York City

Gross Payroll means total all wages/compensation earned by the individual in each Work State not including employer paid fringes (i.e., payroll taxes, and pension, health and welfare contributions).

Employer-Paid Taxes means total all taxes paid (in each Work State) by the applicant on wages/compensation (Gross Payroll) for the employee.

Employer PH&W Contributions means total all Pension, Health & Welfare contributions paid by the applicant on wages/compensation (Gross Payroll) for the employee.

Please forward **FORM F** and **FORM F-1**, either on disk or via email, so that we can add this data to your application.

If you have questions, or if you want your payroll service(s) to discuss, please don't hesitate to call NY State 212/803-2330 NY City 212-489-6710.