

Payment of Loan-Out Entities

CAPS will pay loan-out entities adhering to the following guidelines:

- Entity must be valid and currently registered
- Must be single-owner entity* (see exception below)
- Single owner owns all share of the company
- Entity appears on state website as an active corporation and owner provides W-9 form to CAPS.

*Exception: A married couple (e.g. husband and wife DGA team) may both be loan-out employees of the same corporation. A loan-out corporation may also consist of multiple members of a band or other performance group.

Documentation needed for loan-outs:

- **S-Corp or C-Corp:**
A valid W-9, I-9, and signed Letter of Indemnification are required; however, for the Features and Television department, an I-9 is not required since a start form is provided. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.
- **LLC:**
A valid W-9, I-9, IRS Acceptance Letter (approving the “S” or “C” corporation status), and signed Letter of Indemnification are required; however, for the Features and Television department, an I-9 is not required since a start form is provided. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.
- **Partnerships:**
A valid W-9, I-9, signed Letter of Indemnification, and either a 1065 Tax Return or Partnership Agreement are required; however, for the Features and Television department, an I-9 is not required since a start form is provided. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.

CAPS does not pay:

- Disregarded entities
- Individual/Sole Proprietorships
- DBAs, businesses, vendors, independent contractors, etc.