

Payment of Corporations

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

- Corporation must be valid and currently registered
- Must be single-owner entity* (see exception below)
- Single owner owns all share of the company
- Corporation 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:**
For Commercials, Music Tours, and Live Events: A valid W-9 and I-9 are required.
For Features and Television: A valid W-9 and IRS Acceptance Letter are required.
If CAPS needs further clarification, Articles of Incorporation may be requested.
- **Single Member LLC:**
For Commercials, Music Tours, and Live Events: A valid W-9, I-9, and IRS Acceptance Letter are required, approving the “S” or “C” corporation status.
For Features and Television: A valid W-9 and IRS Acceptance Letter are required.
If CAPS needs further clarification, Articles of Incorporation may be requested.
- **Partnerships:**
For Commercials, Music Tours, and Live Events: A valid W-9, I-9, and either a 1065 Tax Return or Partnership Agreement are required.
For Features and Television: A valid W-9 and either a 1065 Tax Return or Partnership Agreement are required.

CAPS does not pay:

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