PayReel Payroll Plus for TV and Film

Dear Crew Member,

Welcome to PayReel!

The following three forms are required in order to set you up in our system. Please return them to PayReel immediately by fax, email or mail.

- **W-4.** Please fill out completely. Incomplete forms will be returned and this may delay payment.
- **I-9/Employment Eligibility Verification.** Acceptable documents must be presented to supervisor on site (e.g., driver's license and social security card, or passport), who will then sign as the authorized representative.
- **Deal Memo**

Other PayReel forms:

- **Direct Deposit Authorization.** If you choose to use direct deposit for your paycheck, fill out the form and attach a voided check and mail, email or fax to PayReel. We strongly encourage direct deposit, as your monies are available in your account on the pay date.
- **Electronic W-2 consent**
- **Timesheet.** Timesheets are for recording total hours worked within a single workweek (Sunday through Saturday). They must be signed by both the employee and the supervisor.
- **Equipment/Expense Report.** If you supply equipment, the rental is recorded on an Equipment/Expense Report, in addition to any reimbursable expenses.

PayReel offers a 401(k) retirement plan for our employees. Please call us if you would like more information.

If you have any questions regarding your paycheck or you need to let us know of any change of address or change of banking information, please contact me or Vickie Miller in the PayReel office at 800-352-7397 or 303-526-4900. You may also email us at patd@payreel.com or vickiem@payreel.com.

We look forward to working with you!

Pat Davis, Senior Payroll Clerk

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