

Send Contribution Reports for each work week to the Fund Office Via MAILGATE (our secure e-mail)

We prefer an Excel format, but PDFs are acceptable. Separate reports are needed for each week, using Sunday as your week ending date, from the first rehearsal week through the last performance week. Please do not combine more than one show/title, OR weeks, on one report (use separate reports). If you have not already signed up for MailGate, simply send an e-mail to AccountsReceivable@equityleague.org and they will help you set up your account. Please send ACH/wire payment to BNY Mellon ABA# 043 000 261 ACCOUNT # 9049759 BNY Mellon, 500 Ross Street, Pittsburgh, PA 15262. To help identify your payment, please include the 10-digit agreement number, work period and show number. One combined ACH for all Funds (Health, Pension & 401K) and multiple weeks is sufficient. If you are unable to submit ACH/wire payments at this time please contact Accounts Receivable to arrange for another method of payment. Do not send any AEA Initiation Fees/Dues to the FUND OFFICE (see note on right).

Send the report of Initiation Fees & Dues to the appropriate AEA Regional Office.

Contribution reports for dues and initiation fees (can be the same report you sent through MailGate to the Fund Office but it must be sent separately to AEA) and a check payable to "Actors' Equity Association" must be sent to the appropriate AEA office:

165 W. 46th Street, New York, NY 10036-2501
557 West Randolph St., Chicago, IL 60661
5636 Tununga Ave., North Hollywood, CA 91601

In Col. 1 the Complete & correct 9 digit social security number of each Actor (even if working under Corp. Name).

Insert, in alphabetical order, by last name, the Actor's professional name as registered with Actors' Equity Association (If working under Corp. Name, list it instead).

In Column 4 the type of contract each actor is signed to:
J = Stock Jobbing
R = Resident Contract for Stock
S = Seasonal
P = Per Performance
W = Weekly.

All Per Performance contracts must complete Column 5 and/or 6. Others should complete only if salary differs from contractual. In Col. 5 enter the number of hours an Actor rehearsed each week, and/or in Col. 6 the number of performances the Actor played each week

In Col. 7 enter the amount of the total gross weekly payment including contractual salary, overtime, vacation accrual, unused sick leave, out of town expenses, expense payments and per diem payments made which exceed the contractual minimum-listing reasons between reported and contractual salary in the Comments section in Col. 12. Vacation pay must be reported for pay period in which it was taken (unused vacation pay may be reported in the report corresponding to the date payment was issued).

3 or 4 digit number supplied by the Fund Office

EQUITY-LEAGUE PENSION, HEALTH & 401(k) WEEKLY CONTRIBUTION REPORT and ACTORS' EQUITY ASSOCIATION DUES REPORT

Producing Org.	Exciting Production, Inc.	Empl. Agreement No.	1234567890(10 digits)	City	New York	State	NY
Name of Theatre	Shakespeare Playhouse	City	New York	State	NY		
Show	Hamlet	Show No.	123 (3 digits)	Contract type	LORT	Fund Office Contact ID No.	123
Report for Week Ending	12/31/2017	Page 1 of 1 (e.g., 1/1)	Date of 1st Rehearsal	10/2/2017	Enter: Wkly (W), Daily (D), or PerPerf (P)		
Opening Date	10/9/2017	Closing Date	A (Amended), H (Hiatus)-->		If either apply, enter REP or TOUR ----->		

In Col. 8 enter the amount of the total weekly Pensionable payments including all of the items mentioned in the instructions for Col. 7 but excluding any amount in excess of the appropriate cutoff. For LORT 401(k) contribution use category minimum limit.

Total number of Actors for whom health contributions are being made.

Weekly health contribution rate.

Social Security No.	Actors on Equity Contract (include SM's) Performing This Week (in Alphabetical Order)		Type of Contract	No. of Rehearsal Hours	No. of Perf.	Gross Weekly Payments	Weekly LORT Category Minimum	401(k) Deferral %	401(k) Deferral Contrib.	401(k) Employer Contrib. %	COMMENTS		
	Last Name	First Name											
123-34-56789	Jones	Katherine				\$8,000.00	\$7,500.00	2.00%	\$150.00		Addl perf. 12/28/2017		
234-56-78901	Smith	Albert				\$1,000.00	\$1,000.00	0.00%	\$0.00				
No. Actors With Cntrbs		2				TOTALS in Cols. 7, 8 & 10 (calculated automatically)		\$9,000.00	\$8,500.00	Tot Etr 401	\$150.00	-1 Def Cntrb	NOTES
Health Contrib. Rate \$		\$180.00				Working Dues 2.5% of Total Gross Wkly Pmts (Col. 7)		\$225.00	Cntrb-->				
Total Health Contribution		\$360.00				Pension % 8%		x Total of Column 7	\$680.00	Tax Relief-->	\$0.00	T Non-def	\$0.00

Total Employer Contributions is the total of any Tax Relief and Total Non-Deferral Contributions.

Total Non-Deferral Contributions are up to 3% before accumulated tax relief (Canadians 9%), 1% for US and Canadians thereafter.

NON PROFESSIONALS IN CAST				NON PROFESSIONALS IN CAST			
Function	Status	Function	Status	Function	Status	Function	Status
(PR) (CH)	(EMC)	(PR) (CH)	(EMC)	(PR) (CH)	(EMC)	(PR) (CH)	(EMC)
LAST NAME	FIRST NAME	(UN) (PA)	(LJ) (ST)	LAST NAME	FIRST NAME	(UN) (PA)	(LJ) (ST)
Valdez,	Nancy	PR	LJ	Jordan,	Michael	PA	ST

EQUITY OFFICE USE ONLY			
Tot. Payroll	Pension Check No.	Amt Received	
Postg Date	Health Check No.	Amt Received	
MULTIPLE WEEK END? <input type="checkbox"/>	401(k) Check No.		
<p>In Col. 9 the percentage of salary that the Actor elected to contribute towards his/her 401(k) plan (a minimum of 1% up to a maximum of 100%). The Actor may cancel/change the deferral at any time.</p>		<p>In Col. 10 multiply Total Weekly Pensionable Payments in Col. 8, for LORT use column 7, (up to a maximum of \$7500 per week) by the amount in Col. 9 and enter the result, up to a maximum of \$7500.</p>	
<p>Totals are always for this page (if additional pages are needed please do separate totals for each page).</p>		<p>ITS RECEIVABLE reet 10036 State AEA Regional Office</p>	
<p>Number of Actors receiving health contributions multiplied by the health contribution rate.</p>		<p>Equity Assn. - Contracts Copy</p>	
<p>Multiply Gross Weekly Salary for all Actors by 2.5%.</p>		<p>SEND DUES to: EQUITY REGIONAL</p>	
<p>Tax relief is 2% once tax relief is in effect (8% for Canadians).</p>		<p>List the names of Non-professionals in alphabetical order. Function: PR = Principal CH = Chorus U = Understudy PA = Production Assistant STATUS: EMC = Member Candidate LJ = Local Jobber ST = Student</p>	
<p>In Col. 11 indicate % of any employer contribution to 401(k) plan-e.g., 3% before tax relief & 1% after (Canadians, 9% before tax relief and 1% after with a note that 8% tax relief should be credited).</p>		<p>Phone</p>	
<p>In Col. 12, explain any differences for pensionable payments from the contractual salary and make any other comments pertaining to exceptions.</p>			