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:**
  For Commercials, Music Tours, and Live Events: A valid W-9, I-9, and signed Letter of Indemnification are required. For Features and Television: A valid W-9 and signed Letter of Indemnification are required. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.

- **LLC:**
  For Commercials, Music Tours, and Live Events: A valid W-9, I-9, and signed Letter of Indemnification are required. For Single Member LLC, an IRS Acceptance Letter (approving the "S" or "C" corporation status) is also required. For Features and Television: A valid W-9 and signed Letter of Indemnification are required. For Single Member LLC, an IRS Acceptance Letter (approving "S" or "C" corporation status) is also required. In certain circumstances, if we need further clarification, Articles of Incorporation may be required.

- **Partnerships:**
  For Commercials, Music Tours, and Live Events: A valid W-9, I-9, signed Letter of Indemnification, and either a 1065 Tax Return or Partnership Agreement are required. For Features and Television: A valid W-9, signed Letter of Indemnification, and either a 1065 Tax Return or Partnership Agreement are required. 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.

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