

Contract Services Letter

This form is intended for CSATF purposes. Please note: Requests are completed in the order that we receive them. We **do not** accept pictures or scans of the request form. Please ensure you submit the request form as a fillable PDF form.

If you need your days to be sent by **both** companies please ensure you submit this request to both email aliases, as requests are processed by two separate departments.

1. Send this form via email:

Cast & Crew: contractserviceletters@castandcrew.com
CAPS: contractservices@capspayroll.com

2. Please allow a minimum of **seven business** days for processing.

| | | |
|---|------------------|---------------|
| EMPLOYEE NAME (FIRST, LAST) | LAST FOUR OF SSN | DATE OF BIRTH |
| MAILING ADDRESS | | |
| CITY | STATE | ZIP CODE |
| PHONE NUMBER | EMAIL | |
| JOB TITLE/CLASSIFICATION | UNION/LOCAL | |
| PRODUCTION TITLE(S) OR TIMEFRAME (OPTIONAL) | | |

| | | |
|---|---|---|
| PLEASE INDICATE REASON FOR REQUEST: <input type="radio"/> Placement to roster <input type="radio"/> Upgrading | TIMEFRAME – For placement, up to one year. For upgrading, up to three years. <input type="radio"/> One year <input type="radio"/> Three years | PLEASE INDICATE COMPANY: <input type="radio"/> Cast & Crew <input type="radio"/> CAPS Both |
|---|---|---|

PRINT NAME

TODAY'S DATE