



Background Actors - Inquiries and Corrections

Please fill out this form, print, sign, and return to EP using the following method:

- Email: CPIquiries@ep.com

Employee Information

First Name: _____ Last Name: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone: _____ Last 4 of SSN: _____ DOB: _____

Email: _____

<p>Please indicate type of inquiry and tax year:</p> <p><input type="checkbox"/> Earnings Report Personal Use</p> <p><input type="checkbox"/> Earnings Report SAG-AFTRA</p> <p><input type="checkbox"/> Name or SSN Correction*</p> <p><input type="checkbox"/> Missing work/fitting/interview pay**</p> <p><input type="checkbox"/> Tax Form Copy (W2/1099)</p> <p><input type="checkbox"/> Tax Form Correction (W2/1099)</p> <p><input type="checkbox"/> Pension Letter (W2)</p> <p><input type="checkbox"/> Other</p>	<p>Tax Year</p>
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*For Name/Social Security number correction, please attach a copy of your Social Security Card and/or other supporting documentation.

**For missing work/fitting/interview pay or correction to a payment: Attach a copy of your voucher (or other supporting documentation) and fill in the following information:

Production Title/Show Name: _____

Work date(s): _____

In and out time: _____

Break(s): _____

Role for the day: _____

Tax Form copy needed (specify W-2, 1099, W2c): _____

* 7 years of historical tax statements are available.

For all other inquiries, please provide additional information as needed:

Please check one delivery method: E-mail Mail

Signature*: _____ Relation to employee* _____ Date: _____

Parent/Guardian Name (Required if employee is a minor): _____

Parent/Guardian Signature: _____ Date: _____

*** If you are the employee, state "self" under relation. If you are signing on behalf of a business, state your title (i.e., Business Manager, Bookkeeper, etc.). If you are signing on behalf of another person, state your relationship (i.e., Personal Representative, Spouse, Parent, etc.). Attach a copy of your appointment as business/personal representative, power of attorney, etc., as applicable.**

PLEASE NOTE: EP requires a "wet signature" from the employee or their approved representative on file. However, EP will accept a markup signature from an iPhone or Android.