



Background Actors - Stop Pay/Reissue Request Form

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

- Email: CPInquiries@ep.com

Please Note: A Stop Payment Request usually takes 5– 10 days to process. Stop Payment can be placed no sooner than one calendar week after the check has been mailed from the Casting Payroll’s offices.

Employee Information

First Name: _____ Last Name: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____
 Phone: _____ Last 4 of SSN: _____ DOB: _____
 Email: _____

Approved Representative Information (if applicable)

C/O Representative’s Name and Organization (if applicable): _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Please indicate one of the following reasons:

Check Never Received Stale Dated
 Check Received and Lost Other (describe):
 Check Received and Damaged

Production Title/Show Name: _____

Check #: _____ Work Date: _____ Check Date: _____

- Check here if reissue check should be mailed to employee address above.
 Check here if reissue check should be mailed to representative address above.

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

Representative’s Signature: _____

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

Parent/Guardian Signature: _____ Date: _____

I, the Employee requestor named in this form, authorize Entertainment Partners (EP) to (i) deduct the full amount of the requested re-issued check from future payments to me by EP and/or (ii) debit the full requested reissued check amount from my bank account if on direct deposit with EP if I deposit/cash both the original and re- issued checks. By signing you are authorizing EP to place a stop payment on your check for the reason indicated above. Once you submit the request, please do not attempt to deposit the check if you receive it. EP will not be liable for any bank fees incurred once you submit the form.

*** 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 a 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 your iPhone or Android.