

# California Non-Union Print Models

## Process for securing paychecks to distribute on the day of session

### Report Session fees separately from Residual fees

California Department of Labor Late Payment Penalties are based on an employee's day rate. To limit potential late fees, it is recommended that the model release divides the negotiated fee into Session (subject to penalty) and Buyout/Use (not subject to penalty). We recommend using this breakout method regardless of whether or not the total is a fully guaranteed payment amount.

For example, for a model whose negotiated fee is \$6,000:

#### Method A

Session: \$1,000 / Reuse: \$5,000

Potential late fees: \$1,000 per day, based on the combined fee

#### Method B

Session, including buyout: \$6,000

Potential late fees: \$6,000 per day, based on the combined fee

### Submit model information, including W4 and/or W9

Identify the model(s) being shot no later than **72 hours prior** to the day of photography. Please factor in sufficient lead time to create the Print Model Releases and provide copies of those releases, along with any other necessary documents to your Extreme Reach Talent Manager.

### Important:

Please contact your Extreme Reach Talent Manager **immediately** prior to the shoot in the event that any of the required documents and information cannot be furnished within 72 hours.

If no release is available, the Producer must forward the following information and documents, per model, **72 hours prior** to the shoot date:

- Print model's name (please note if model is a minor)
- W-4 or W-9, if the model has a personal corporation
- If unable to secure the W-4 in a timely manner, the model's Social Security Number can be used. Please note that an employee cannot be taxed as a Corporation unless all appropriate documentation has been provided. Otherwise, withholdings will be deducted at the Individual tax rate.
- Date(s) the Print Model is scheduled to work
- Session or day rate
- Corporate name and address of Print Model's agent
- Advertising Agency representative's name and the address where checks are to be received by that person on the day of or the day before the shoot date
- P.O. or job number, if the agency requires that for payment
- Client or product name and project title

This information should be reported on the [Extreme Reach Print Authorization Form](#) with all accompanying documents attached.

### **Additional Paperwork**

The following paperwork and required details may be provided to Extreme Reach after the shoot:

- Print Model's W-9 and agent's phone or email contact
- Percentage of agent's commission
- Print Model's buyout fee
- Completed California WTPA form
- Completed Minor Trust form (if Print Model is a minor)
- Copy of the model's release

### **Express Delivery**

Additional charges apply for express delivery. See the attached [shipping rates](#) for details.

For more information on the California Labor Code, visit:  
[https://www.dir.ca.gov/dlse/FAQ\\_WaitingTimePenalty.html](https://www.dir.ca.gov/dlse/FAQ_WaitingTimePenalty.html)

