

Basic Agreement/Freelance Live & Tape Television Agreement - Sideletters - Principal Employees: Contributions Report Form



Please Check Box:

☐ Low Budget Sideletter - Single Project Agreement (Principal/Director, Principal/UPM or AD)

☐ Low Budget Documentary Sideletter - Documentary Made for Theatrical Release (Principal/Director, Principal/UPM or AD)

☐ Documentary Sideletter - Documentary Made for Basic Cable, Pay Cable and Direct-to-Video (Principal/Director)

☐ Documentary Sideletter - Documentary Made for PBS (Principal/Director)

☐ New Media Sideletter (Principal/Employee)

Employer Information

Employer Name	Contact Person
Address	Phone Number/Email

Report Information

Total Contributions Reported (1)	Liquidated Damages/Interest (2)
\$0.00	
Check	Date

Employee Information				Project	Work Period (4)			Budget (5)	Salary (6)		Contributions to be Sent by Employer									
Last Name	First Name	Job Cat Code	Social Security Number (3)	Title	Begin Date	End Date	# of Work Days	Total Budget Amount & Level/ License Fee	Total Presumed Salary	Applicable/ Prorated Monthly Salary	Employee Pension 2.5%	Employer Pension	Employer Pension Rate (7)	Training Plan 0.375%	Qual. List 0.125% (L) 0.25% (N)	L or N (8)	Employer Health	Health Rate (9)	Paid Parental Leave	Paid Parental Leave Rate (10)
													%					%		%
													%					%		%
													%					%		%
													%					%		%
													%					%		%
													%					%		%
													%					%		%
TOTALS										\$	\$	\$	-	\$	\$	-	\$			

Please make checks payable to **DGA—PRODUCER PENSION & HEALTH PLANS, INC.** and mail to:

DGA—Producer Pension and Health Plans
5055 Wilshire Boulevard, Suite 600
Los Angeles, CA 90036

If remitting payment electronically, please email this report to: contributions@dgaplans.org
Additional copies of this form are available online at www.dgaplans.org/producers.
If you have any questions regarding this form you can contact us at (323) 866-2200, ext. 567 or toll-free at (877) 866-2200, ext. 567.

List of Valid Job Category Codes		Notes
DR - Director	K2 - Key 2nd Assistant Director	1) Employer contributions are to be made on a monthly basis, no later than the last day of each month for compensation earned during the preceding month.
D2 - 2nd Unit Director	A2 - 2nd Unit Assistant Director	2) The greater of liquidated damages or interest will be charged for late contributions.
UP - Unit Production Manager	2L - 2nd 2nd AD/Location Manager	3) A US Social Security Number is required. Federal ID numbers are not acceptable.
SU - UPM Staff Executive	12 - 1st AD/2nd AD	4) Reported salary and contributions must be broken down by month, as salary is earned and paid. If reporting on a presumed salary, the presumed salary and contributions are to be prorated monthly over the expected duration of the project.
U1 - UPM/1st Assistant Director	1M - Assistant Director-Multicam	5) If the reportable presumed salary is based on the license fee, provide the license fee amount. Otherwise, provide the budget amount, deducting budget exclusions specified in the sideletter agreement. For projects that are not theatrical low budget projects, leave the budget level blank.
PR - UPM/Producer	AD - Associate Director	6) Refer to the project’s executed sideletter agreement for presumed or applicable salaries on which to remit contributions. Depending on the sideletter agreement, budget amount, license fee, job category and whether employee is a Principal of the employer, the reportable salary on which to remit contributions can be a presumed salary of 2% of the budget, 10% of the budget, 10% of the license fee, the applicable minimum salary, a percentage of the applicable minimum salary, an amount specified in the sideletter agreement or actual salary paid. For salary definitions or contribution ceilings not covered in the sideletter agreement, refer to Article 12 of the Basic Agreement or Articles 11 and 12 of the Freelance Live and Tape Television Agreement.
1A - 1st Assistant Director	AS - Associate DR/Stage Manager	7) For all job categories except Directors, Employer Pension rate is 8.75% effective 7/1/25 (8.5% effective 7/1/21 to 6/30/25). For Directors, the pension contribution rate applicable to their services on a project is that in effect on the starting date of their employment on the project.
2A - 2nd Assistant Director	AT - Associate DR/Technical Coordinator	8) When reporting Training Plan/Qual. List contributions, indicate the area ("L" for Southern California or "N" for Greater New York Area). No TP/QL is due for FLTTA or New Media projects.
3A - 2nd 2nd Assistant Director	UM - Multicamera	9) For all job categories except Directors, Health rate is 11.25% effective 7/1/25 (11.0% effective 7/1/24 to 6/30/25, and 10.5% effective 7/1/13 to 6/30/24). For Directors, the health contribution rate applicable to their services on a project is that in effect on the starting date of their employment on the project.
4A - Additional 2nd Assistant Director	SM - Stage Manager	10) Paid Parental Leave rate is 0.5% effective for work performed on or after 7/1/24.