

2009 SAG Commercials Contract
Multiple Service Contract Reporting Procedures

According to the 2009 Screen Actors Guild Commercials Contract, "Producer shall designate multi-service contract status on the contribution remittance form filed with the Plans when contributions are tendered in connection with services related to multiple-service agreement. Producer agrees to provide unredacted copies of all contracts relating to services provided under such multiple-service agreements to SAG and to the Plans at the time of submission of initial contribution reports to the Plans."

In order to assist Producers in reporting Multiple Service Contracts (MSC) to the Plans, please provide the following:

- 1) A [commercial contribution form](#) is required to be completed when submitting manual contributions to the Plans.
- 2) To identify a Multiple Service Contract, the Performer Category column (3) should be populated with "MSC" and the MSC box in column (10) needs to be checked.
- 3) For companies who submit electronic reporting, you should populate the "Category Code" field in the file with the code of "MSC" to identify MSC earnings to the Plans. All current electronic reporting of contributions information can be found under [Contribution Files](#).
- 4) A copy of the contract(s) should be submitted along with the [contribution form](#) and contribution check, whether it is manual reporting or electronic reporting of contributions.
- 5) If a contract is submitted by another source other than the Producer who submits the [contribution form](#) and contribution check, a [MSC Contract Cover Sheet](#) will need to be completed and included with the contract when sent to the Plans.
- 6) Manual and electronic reporting companies that submit contributions to the Plans without the corresponding contract will need to provide a completed [MSC Contract Cover Sheet](#) when submitting the contract to the Plans. This will allow the Plans to accurately match the contract with the contributions that were sent to the Plans. In general, contracts sent to the Plans that are not accompanied with the contributions will need a completed [MSC Contract Cover Sheet](#).
- 7) The Trust Agreements provide that the failure to supply the requested data described by the report subjects the producer to liquidated damages of 10% of the contribution amount for each performer, and if the failure to supply the data persists for more than 60 days from the due date, the liquidated damages increase to 20% of the contribution amount. Liquidated damages are mandatory penalties provided by the Trust Agreements and ERISA.
- 8) Contracts and MSC Cover Sheets should be sent to the Plans via:
 - a. U.S Mail to the following address: 3601 W. Olive Ave. Burbank, CA 91505.
Attention: Accounts Receivable Department
 - b. E-mail to the following address: arhelp@sagph.org
 - c. Fax to: (818) 953-2523 with an attention to Judy Santana, Assistant Manager, Accounts Receivable Department

Due to the confidential and sensitive nature of the terms of these performance agreements, the Plans take all necessary steps to ensure the confidentiality of these agreements throughout our process.

Should you have any questions concerning the reporting of Multiple Service Contracts, please contact Judy Santana, Assistant Manager, Accounts Receivable Department at (818) 973-4497.