



SESSION PAYMENT

Enter your Reference No.
This No must appear on all Residual payments
together with R.P suffix No for this commercial
(i.e. #1 for first residual payment, # 2 for second etc)

No:

INSTRUCTIONS: Session fees for the television, digital media or radio should be forwarded to ACTRA not later than fifteen business days after the work session and should be made payable to the performer. In the case of late payments, Penalty Fees should be added

Payment Date: Production Date: Branch:

Agency Name:

Street:

City: Prov: Postal Code:

Prod. House Name:

Address:

Sponsor: Product:

Commercial Name or Nos.:

Number of National Commercials	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Digital Media <input type="checkbox"/>	TAGS	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Digital Media <input type="checkbox"/>	Seasonal	<input type="checkbox"/>	Dealer	TV <input type="checkbox"/>	Radio <input type="checkbox"/>
Demo Comm.	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Presentation Demo <input type="checkbox"/>	Double Shoot	<input type="checkbox"/>	Infomercial	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Public Service Announcement	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Digital Media <input type="checkbox"/>
Local & Regional Addendum	CAT# <input type="checkbox"/>	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Digital Media <input type="checkbox"/>	Local & Regional Short Life	CAT# <input type="checkbox"/>	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	Digital Media <input type="checkbox"/>			
Short Life Addendum	TV	7 Days <input type="checkbox"/>	14 Days <input type="checkbox"/>	31 Days <input type="checkbox"/>	45 Days <input type="checkbox"/>	Changes <input type="checkbox"/>	Radio	7 Days <input type="checkbox"/>	14 Days <input type="checkbox"/>	31 Days <input type="checkbox"/>	45 Days <input type="checkbox"/>	Changes <input type="checkbox"/>
US Use	2404A <input type="checkbox"/>	2404B <input type="checkbox"/>	Use in other countries	2405 <input type="checkbox"/>	2406 <input type="checkbox"/>	Other: <input type="text"/>						

Category Symbols: **PP** - Principal Performer **GS** - Group Singer **BP** - Background Performer **ST** - Stunt Performer **PT** - Puppeteer **US** - Understudy **SV** - Single Voice
SOC - Silent On Camera **GD** - Group Dancer **GBP** - Group Background Performer **SA** - Specialty Act **SS** - Solo Singer **SB** - Standby **MV** - Multiple Voice
VO - Voice Over **DEMO** - Demonstrator **ST/C** - Stunt Coordinator **C** - Cartoonist **SD** - Solo Dancer **SI** - Standin

Additional Codes: **R** - Recall **OT** - Overtime **H-M/C** - Hairdressing or Makeup Call **LPP** - Late Penalty Payment **C/A** - Creative / Audition **T** - Tags
PPR - Pre-Prod'n Rehearsal **TT** - Travel Time **NW** - Night Work **MPP** - Meal Penalty Payment **BB** - Billboard
AWT - Additional Work Time **WC** - Wardrobe Call **RBD** - Rest Between Days **A/I** - Audition / Interview **LBT** - Limited Broadcast Test T.V.

ACTRA ID or Permit #	Performer Name	Pay Perf.	Category	Session Fee	Above Min Fees		Additional Payment				AOS	Gross Fees	Less Member Dues 2.25%	Less 4% Deduction	Net Fee Payable to Performer
					Session	Residual	Code	Fee	Code	Fee					
		GST: <input type="checkbox"/>													
SIN	ENGAGER CONTRACT #	HST: <input type="checkbox"/>													
		QST: <input type="checkbox"/>													
SIN	ENGAGER CONTRACT #	GST: <input type="checkbox"/>													
		HST: <input type="checkbox"/>													
		QST: <input type="checkbox"/>													
SIN	ENGAGER CONTRACT #	GST: <input type="checkbox"/>													
		HST: <input type="checkbox"/>													
		QST: <input type="checkbox"/>													
SIN	ENGAGER CONTRACT #	GST: <input type="checkbox"/>													
		HST: <input type="checkbox"/>													
		QST: <input type="checkbox"/>													

D. Total AOS	A. Total Gross Fees	B. Total Dues	Total 4%
Tax on AOS			12% of Box A
E. Total AOS	Total Remittance payable to ACTRA I & R (16% of Gross Fees) Cheque # 1		Total 16%

Employer's Contribution

PRODUCER

SIGNATURE

No. of Commercials produced at Session <input type="checkbox"/> TV <input type="checkbox"/> RADIO	ACTRA GST/HST #: R134385111 QST #: 1006293090TQ0001	ACTRA Contract Service Fee T.V. \$300.00 Per Commercial Radio: \$150.00 Per Commercial. For Discounts See Contract Services Fee Section	Total ACTRA C.S.F. Payable to ACTRA:	Service Fee	GST/HST	QST	C. Total C.S.F.	Total Box B + C + E Payable to ACTRA Cheque #2
	In Quebec apply QST on top of GST to Box C							