SAG-AFTRA Security Deposit Return Steps

Once the final SAG-AFTRA performer payments are made via payroll, typically a week after principal photography wraps, you should begin the steps for retrieving the security deposit. This entails emailing your SAG-AFTRA rep a set of documents (preferably in a single email) that will then be used by SAG-AFTRA to assure the production abided by the specific agreement that was signed.

***** NOTE: Make sure to cc: studio.production@fox.com when you send the documents to SAG-AFTRA and on any correspondence regarding the Security Deposit return.***

The five initial documents needed are as follows:

1) **Exhibit Gs**

   In the email you send to the SAG-AFTRA rep, attach scanned copies of all Exhibit G documents from the production. You can also send these via an emailed Dropbox link. SAG-AFTRA typically prefers individual PDF files for each Exhibit G document.

   You are required to send the Exhibit Gs weekly and then a complete set at the end of principal photography.

2) **Final Cast List**

   Request a Final Cast List from your payroll company's paymaster to then include in the email to the SAG-AFTRA rep. Most paymasters can generate this document within one business day. The Final Cast List gives all the names of the payrolled SAG-AFTRA performers (including stunt coordinators and stunt performers), and the total pay they received during the shoot. SAG-AFTRA will then cross-analyze this document with the Exhibit Gs to make sure all cast was paid for the days they worked and for the appropriate daily amounts (including overtime), as well as making sure that all Pension & Health payments have been made in the accurate amounts.

3) **Final Actualized Detailed Cost Report**

   This document can be something as simple as a single four-column Excel sheet that lists (from left to right): the budget line items, the original budgeted amounts for each line item (which should match the budget numbers sent to SAG-AFTRA during PrePro), the total amount production ended up spending on each line item, and the amount over/under production was on each line item.

   NOTE: SAG now requires the final cost report to list each cast member separately by name in subcategories per line item.

   SAG will use this document for two things. The first is to insure the amount paid to cast is the same amount reflected on the Final Cast List (so make sure it matches across both documents). The second is to make sure the project's total budget has remained within the tier its SAG-AFTRA agreement is under. For example, if a production told SAG-AFTRA its budget is $650k and signed under a Modified Low Budget contract, and then submitted a final actualized budget that shows

a total spend of $710k, this could create issues as the production would now be considered a standard Low Budget production and SAG-AFTRA could claim much higher rates are owed to cast.

4) **Cast Agreements**

These are the SAG-AFTRA cast agreements that performers sign during the production. Make sure that these documents are fully filled-out and counter-signed by the producer. SAG-AFTRA will look at the pay amounts on these agreements to make sure the correct amounts were paid on the Final Cast List. SAG-AFTRA typically prefers these documents to be scanned as individual PDFs. As with the Exhibit Gs, these documents can be sent as email attachments or via an emailed Dropbox link.

5) **Casting Data Reports**

SAG-AFTRA now requires Casting Data Reports as part of the deposit retrieval process, one for general cast and one for stunt performers. Request these blank document templates from your SAG-AFTRA rep. These reports are generally self-explanatory in how they need to be filled out, and will require you to know the gender, age range, and ethnic background of all performers.

Once this initial set of five documents is sent to your SAG-AFTRA rep, they generally require up to six weeks to review everything and get back to you. As things tend to get busy in the SAG-AFTRA office, please call / email your rep at least once a week to push for the return of your deposit.

If everything looks okay to SAG-AFTRA, they will then notify you that the production has been cleared and that the deposit is ready to be returned.

Reminder:

- Upon receipt of the email from the SAG-AFTRA Rep notifying you that the security deposit is cleared for return, you must forward the email to your **FES Production Exec** and **studio.prodfinance@fox.com**.

Once SAG-AFTRA has informed you that the production has been cleared, they will give you the option of how the deposit is to be returned and will ask what entity the funds should be made out to. FES' policy is for the deposit to be wired to MarVista directly from SAG-AFTRA.

6) **Security Deposit Return Request Via Wire Form**

FES will provide you with a "Security Deposit Return Request Via Wire" PDF form which you will send to the SAG-AFTRA rep. This form will provide SAG-AFTRA with all the needed banking info to make the transfer to FES.

In addition to the return request form mentioned above, SAG-AFTRA will also need a signed letter from you the producer permitting FES to receive the wire transfer.

7) Letter to SAG-AFTRA Requesting Transfer

This letter must be on company letterhead (the company that is producing the film) and needs to contain a brief statement requesting SAG-AFTRA wire transfers the security deposit for the given project to “Fox Entertainment Studios”.

Once this final step is completed, SAG-AFTRA will generally make the transfer to FES within a couple business days. As things do get busy at the SAG-AFTRA office, follow ups may be needed to ensure the transfer is made.