



## HOW TO PAY STUDIO KIDS

STUDIO KIDS Client your obligation is to pay the 20% of the GROSS amount of the check per our Studio Kids Agreement. IF this is your 1<sup>st</sup> Time working there is a One-Time Processing Fee of \$30.00 that will be due.

### SKM Invoice/Statement from Studio Kids!

Once you have worked on a project you will receive a Studio Kids Invoice/Statement (by email) it is just a reminder that you owe SKM for commission due from a recent project you worked on. There are no amounts on this Statement (you can fill in that part) it will have the Date Worked & Name of the Project & SKM Invoice # as reference. You can print and hold until the payment arrives as a reminder to you!

### IF PAYROLL CHECKS WERE SENT TO STUDIO KIDS:

Effective immediately, all checks coming from Entertainment Partners Payroll/Central will be directly sent to Studio Kids for processing. It can take up to 2 weeks to receive the payroll check from the payroll companies to SKM. IF any payroll checks are sent to SKM we will cash and process our agreed commission and/or fee's and send the remainder monies to the client within one week of receiving the check along with any original documentation. Once we have processed the check you will receive a check from CHASE BANK and SKM will send the original documentation in a 'separate' envelope. It can take up to 5-10 days from the date the check was processed by Chase Bank to get to you. **This process is approximate 30-days from the work date.** Once you receive the Chase Bank check you do not need to worry about paying SKM, since we have taken our commission already. Chase Bank checks expire after 90 days...be sure to cash as soon as you receive it. This is an easier process!

### IF THE PAYROLL CHECKS WERE SENT TO YOUR HOME:

EFFECTIVE IMMEDIATELY - We would like ALL CHECKS to be sent to SKM first BUT...IF the payroll check was sent to your home address it is **your responsibility to pay agreed commission to Studio Kids** on all checks including interview & wardrobe fitting's. In this case we do use the 'Honor System' and know that you will send your payments to us in a timely fashion (about 2 weeks from receiving your check). You can wait up to 2-4 weeks to receive your original check from the payroll company. Once you receive the check you will need to make a copy of the 'check-stub' for SKM and you will send it along with your payment. We do not need the copy of the check itself - just the portion with all the details called the 'check-stub'.

### CHECKS/MONEY ORDER:

You may send a check or money order and mail to our office with a copy of the check-stub. If you have multiple invoices, you may combine the Gross amounts and send ONE payment - however, be sure to send each check-stub for reference.

### PAY USING DEBIT/CREDIT CARDS:

You can also pay on our website [www.studiokidsmanagement.com](http://www.studiokidsmanagement.com) go to the tab - "Make a Payment" and using your Debit/Credit Card with PayPal services. Here is the link [www.PayPal.com](http://www.PayPal.com)

### ONE-TIME PROCESSING FEES:

You will be charged a One-Time Processing Fee at your 1<sup>st</sup> project of \$30.00, under the terms of the Studio Kids Agreement. Payment is due AFTER you have been paid.

**NOTE:** You DO NOT need to wait for the SKM Statement to be mailed to you to pay Studio Kids - they are simple just reminders! IF you did not receive a copy you may request a replacement.

### LOST/NEVER RECEIVED CHECKS:

IF you have not received a check within (1) one month of working, please notify the office Ext 3# or email at [payroll.studiokids@gmail.com](mailto:payroll.studiokids@gmail.com) so we can locate and reissue the check.

### EXPIRED CHASE BANK CHECKS:

Chase Bank checks expire after 90 days be sure to cash them as soon as you receive them. IF you received a Chase Bank check and you did not cash the check and it's expired, there is a \$10.00 Research Fee on each check needing for reissue. Please email or mail a copy of the expired check to our office for reissue. Research Fee will be applied to the returned reissued check.

### COOGAN TRUST ACCOUNTS:

Background minors are not required by Law to deposit into the Coogan Trust. Upgrades/Principal actors are made mandatory by Law to deposit into Coogan Trust Account.

IF you have received an SKM Invoice and it's already been paid or SKM has already deducted from the check, please ignore this email and thank you for your payment!

### **STUDIO KIDS Management**

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