**Financial Assurances Checklist**

*For the best service, submit all these materials that relate to your project at least three weeks before the start of principal photography.*

| Signatory Paperwork | The Theatrical Contracts Department will provide you with a signatory packet explaining all of their requirements.  
Key to Financial Assurances is:  
1) Theatrical Distribution Checklist  
2) All requirements regarding corporate documents |
|---|---|
| Complete Chain-of-Title & Written Proof of Receipt by Copyright Office | Chain-of-title can include:  
___ Assignments, transfers, quitclaims  
___ Options and purchase agreements  
___ Proof of option exercise, including cancelled checks and transfer of rights  
___ Most Important: Written proof that the U.S. Copyright Office received all of the above  
___ Writer’s agreements or certificates of authorship  
___ Form PA registered with the U.S. Copyright Office  
___ Distribution agreements, (or short form licenses) including those relating to financing |
| Financing Documents | ___ Production loan and financing/investment documents  
___ Copyright mortgages or liens  
___ Co-production deals  
___ Crowdfunding information  
___ Any intercreditor, interparty or subscription agreements and private placement memoranda  
___ Tax credit information applicable to financing |
| Distribution Documents | ___ Distribution and licensing agreements both international and domestic  
___ Sales agency agreements |
Collection Agreement (CAMA)

_____ Existing draft or completed agreement if we need to amend to add SAG-AFTRA as a party

Residuals Reserve

_____ Use our guide, How Should I Budget for a Residuals Reserve (available at sagaftra.org/fa) to approximate what we might request, particularly if:

(a) you have a sales agent or a distributor who will not sign the SAG-AFTRA assumption agreement and you are not making SAG-AFTRA party to a collection agreement covering the distributor or sales agent territories, or

(b) a financier’s loan is being repaid before money flows through your collection account or before the Residuals Set-Aside.

Our Best Tips

✔ Transparency will save you time.
✔ Try not to give us documentation piecemeal – it will slow you down.
✔ Check whether your company is up to date on residuals or claims obligations – this can affect the level of financial assurances we require.
✔ Remember we are building a relationship that we hope will last a long time!

FINANCIAL ASSURANCES CONTACT INFORMATION

Theatrical Department:
(323) 549-6828

Legal Department
Financial Assurances Counsel
(323) 549-6627

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