



# 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.*

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



## Checklist continued

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<b>Collection Agreement (CAMA)</b>	____ Existing draft or completed agreement if we need to amend to add SAG-AFTRA as a party
<b>Residuals Reserve</b>	____ Use our guide, <i>How Should I Budget for a Residuals Reserve</i> (available at <a href="http://sagaftra.org/fa">sagaftra.org/fa</a> ) 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.
<b>Our Best Tips</b>	<ul style="list-style-type: none"><li>✓ Transparency will save you time.</li><li>✓ Try not to give us documentation piecemeal – it will slow you down.</li><li>✓ Check whether your company is up to date on residuals or claims obligations – this can affect the level of financial assurances we require.</li><li>✓ Remember we are building a relationship that we hope will last a long time!</li></ul>

## FINANCIAL ASSURANCES CONTACT INFORMATION

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