



## **Hello and welcome to the CAPS crew!**

Your hiring employer has partnered with CAPS, A Cast & Crew Company as their employer of record payroll provider. Below is a checklist of items that your hiring employer requires to add you to the CAPS system and for eligibility for payroll. Please complete each document in its entirety including signature and date lines. Even if you have been paid by CAPS previously your current hiring employer requires new documentation for your eligibility. At CAPS we pride ourselves on the security of your confidential and sensitive information, so you can trust that your information is in good hands and will be treated with the highest level of security.

- Form I-9 – Employee’s eligibility verification.
  - Proof of identity & employment eligibility is required.
  - Employee should refer to the I-9 form for a list of acceptable documents which will be verified on Page 2 of the I-9 by an authorized representative of your hiring employer.
  - For full instructions and to access the form, visit <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
- Form W-4 – Employee’s withholding allowance certificate (Federal Income Tax).  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- CAPS Payroll Direct Deposit Request Form (optional).
  - In addition to the form, bank backup documentation is required for activation.
    - A copy of a voided check or a deposit slip can be used.
    - If neither is available, please visit your bank’s website and download a direct deposit setup form that includes your account information as backup.
    - Direct Deposits are initially setup as paperless. Check stubs are made digitally available in the Employee Portal: [my.castandcrew.com/login](https://my.castandcrew.com/login)
    - Check stubs will be sent via mail, if you change your preferences in the Employee Portal.

Following your first pay date, you will be able to access your employee portal via [my.castandcrew.com/login](https://my.castandcrew.com/login) to view your paystubs, manage your personal information, elect to receive Direct Deposit check stubs via mail, and access your annual W-2s.

Optional State Tax forms are also available on the employee portal if you would like to make additional selections based on your residence and your work locations.

If you need assistance please call 818-860-7756 and select option 2 for NEW CAPS, LLC. We have agents available to assist from 7:00AM to 7:00PM Monday-Friday and 7:00AM to 4:00PM Saturday and Sunday, Pacific time zone.