

AFM Local 47
Wage Report Instructions
Live Performance Division

The following are instructions for completing the Wage Report for Live Engagements. It is imperative that all items are completed, fully and accurately, so that the information may be compiled properly in the AFM's computer system. Failure to do so could result in members not being properly credited for work.

Proper use of this report - with respect to the guidelines below - will automatically calculate correct applicable Scale Wages for any funds that will be processed into H&W, Pension and Work Dues per the applicable agreement.

If you have any questions, please contact a Live Performance Business Representative at Local 47.

1. Employer / Signatory :

List the name of the Employer or Signatory that is signed to the applicable agreement.

2. Venue, Address, City / State / Zip :

Complete name and address of the venue where the engagement took place.

3. Name / Phone of Preparer:

Name and contact number for the preparer of the report. This is the person who will be contacted if there are any questions regarding the report once it is submitted to the Local.

4. Program Title :

Title of the concert or description of the covered engagement.

5. Date/Time/Duration :

List the dates of all services being reported in the first row. List the call time for each date of work in the second row (i.e. 6-8:30pm). List the total duration of the call in the third row (i.e 2.5 hrs).

6. Rates Per CBA / Book Scale :

List all applicable rates according to the collective bargaining agreement or rate as defined under Local 47's Book Scale in the yellow highlighted fields for wages and contribution percentages. Once entered these will automatically calculate the scale wages and applicable benefits as you enter in each musician's information.

7. Instrument/Position:

List the instrument being played by the musician and their position (i.e principal, assoc., etc). For non-instrumentalists (such as copyist) please list function of employee.

8. Last Name / First / SS # /Address:

Legal name, social security number, and mailing address of the musician being reported.
PLEASE double check that socials match the name of the musicians listed to ensure benefits are allocated properly.

9. Number of Rehearsals :

Total number of rehearsals being reported for the service dates covered.

10. Number of Performances :

Total number of performances being reported for the service dates covered.

11. Doubles :

Total number of doubles being reported for that particular musician.

12. Premium % :

List the percentage amount for the premium scale as it applies per the applicable agreement. (i.e. Conductor, Concertmaster, Leader, Principle, Floating Premiums,etc.)

13. Other Pensionable :

This field is used to capture other pensionable compensation to the musician. Such as overtime, time spread, etc, which will be included in the calculation of benefit payments. If this column is used, be sure to include a description and breakdown of the totals at the bottom of the report in the designated space.

14. Non-Pensionable :

This field is used to capture non-pensionable compensation to the musician such as cartage, any overscale payment, mileage, per diem, etc. These amounts will NOT be included in the calculation of benefit payments. If this column is used, be sure to include a description and breakdown of the totals at the bottom of the report in the designated space.

15. Continuation Sheet :

Any data entered into this page of the worksheet will be automatically calculated toward the front page summary of the report.

16. Payments :

These totals are calculated from the cumulative data that was entered into the entire workbook. They will reflect the total amount owed with respect to benefit contributions and work dues for services reported.

When remitting payment :

Enclose a copy of the wage report in its entirety along with payment.

Checks must be made out separately to each fund and sent to:

AFM Local 47.

ATTN: LIVE PERFORMANCE

3220 Winona Ave. Burbank, CA 91504

Thank you for your cooperation!