

# REFERRAL RULES

All referents must keep a current e-mail address on file with the IATSE Local 745.

The 1% referral list maintenance fee can be paid in either of two methods: employer payroll withholding or direct bill.

If a referent chooses the withholding method for payment of the referral fee, employers will deduct 1% of gross wages from each pay period.

If a referent chooses the direct bill method, IATSE 745 will calculate 1% of gross wages paid while working under an IATSE contract based on employer payroll reports. Payments are due within thirty days from the date of the invoice.

Failure to pay the referral fee on time may result in removal from the referral list. If a referent is delinquent in payment, they will be notified via email that they are in arrears and subject to being removed from the referral list. If full payment is not received within ten days after notification, the delinquent referent will be removed from the referral list. All late payments received by the IATSE must allow a processing period of five days.

Send checks payments to:

IATSE Local 745

P.O. Box 3278

Minneapolis, MN 55403

Because all contracted employers have agreed to give preference of employment to those on the referral list, removal from the referral list may result in the loss of current booked and future bookings work.