

## COOGAN PAPERWORK CHECKLIST FOR MINORS

(instructions on reverse)

1. **Beginning of day: Is the work permit valid?** Each child must have a state issued work permit, and in order for it to be valid, it must have a COOGAN TRUSTEE STATEMENT attached within 10 days of issuance.
  
2. **Get the Deposit Instructions!** When completing employment contracts or accepting vouchers, make sure to ask the parent for a copy of their Coogan Deposit Instructions.
  
3. **Give the parent a receipt as required by law** (sample below).
  
4. **Payroll Prep (end of day):**
  - a. **If the payroll company has a box designating the employee as a minor, check it.**
  
  - b. **Attach the Deposit Instructions to one of the following documents:**
    - i. Start Card or Time Card ( if the minor is an individual principal performer )
  
    - ii. Loan Out Form ( if the minor is working under a corporation )
  
    - iii. Voucher ( if the minor is working as a background player )
  
  - c. **Attach the Deposit Instruction EVEN IF THE STUDIO has a Coogan form—send both.**
  
5. **Make sure the Coogan information travels with the rest of the paperwork.**