



ENTERTAINMENT
MEDIASPECIALISTS

EMPLOYEE AFFIDAVIT FOR REPLACEMENT CHECK

I, _____, request a check be reissued to me for the following reason:

- _____ Check was never received
- _____ Check was received but lost after receipt
- _____ Check was received but stolen after receipt
- _____ Check was received, but damaged after receipt

I hereby requests that the check for the work period _____ in the amount of \$ _____ check voided: (Check No. _____)

Payee Name : _____

Social Security No. of Federal ID # : _____

Address : _____

City, State, Zip : _____

Telephone : _____

Show/Production Name : _____

Special Instruction : _____

I understand **if the original check is located, I will not cash or deposit it, and will immediately** mail the original check back to Entertainment Media Specialists Inc. at the address shown below. **In the event I received the original check and cash or deposit it, I agree to reimburse the payroll company for the amounts or fees if incurred to pay such check, and I expressly authorize payroll company to make deductions from any future paychecks due to me for such reimbursement.**

I understand it may take up to **5-10 BUSINESS DAYS** before a replacement check can be issued.

This form will not be processed unless it is **completely** filled out and is signed by either the employee or the employee's agent. If the agent is signing, the agent must attach a copy of the agreement granting the agent authority to sign on employee's behalf. **The new check will be mailed to the payee's address above, unless different instructions are specified.**

I declare under penalty of perjury under the laws of State of California that foregoing is true and correct.

Signature Date

PLEASE MAIL OR FAX THIS FORM TO:
Entertainment Media Specialists, Inc.
15910 Ventura Blvd Suite 720
Encino, CA 91436
FAX: (818) 386-9341
ATTN: Reissue Department

For office use only : Received by _____ Date Received : _____
 Gave to Accounting : _____ Date : _____
 Reissue approved by : _____ Date : _____