



Artist Engagement Services – payroll, contracting, and more

Thank you for choosing our paymaster services!

What do we do?

URTA offers the only nonprofit paymaster service of its kind, supporting universities, theatres of all sizes, development labs, cultural institutions, and even individual artists producing their own work.

Our standard paymaster service includes all Employer of Record functions, including:

- Processing payroll for artists designated by you (W2 employees and 1099 contractors)
- Filing and payment of employer taxes, employee withholdings
- Providing unemployment and workers comp insurance
- Navigating and fulfilling all federal, state, and local employment requirements and payments
- Submitting required payments to union benefit funds (i.e. pension, health/welfare, dues)
- Providing year-end tax statements to payees

Additionally, URTA can provide Producer of Record services, which allows us to procure and act as signatory to various union contracts (AEA, USA, SDC).

Our service is open to member and non-member institutions, available in all fifty states, and processes over \$2M in artist earnings, representing nearly 200 productions, annually.

How does it work?

Once our service agreement is complete, and a payment schedule has been confirmed, your artists will receive an email from Paycor, our secure online payroll platform. They will be instructed on how to provide their necessary tax and banking information. URTA does not collect this information directly. We only need you to provide us the email that the payee wishes to be associated with their payroll. This should be a personal email address which they have access to, and not the email of an agency or manager.

Employee payroll is typically weekly (Thursdays), however some union contracts prescribe other specific pay schedules, and you may also outline alternate schedules for your payees, if you like. Please note: payees who elect to receive physical checks may wait several days longer to receive payment.

NOTE: URTA can only process payments to individuals legally able to work in the United States. We cannot pay employees who are foreign nationals. Each payee must provide a valid ITIN (either social security number or other U.S. granted ID#).

If an artist will be paid via an individual S-Corp, LLC, Loan-Out, or other pass-through entity, please make that known to us as soon as possible, so that we can arrange proper payment to them.

How do you get started?

Please complete the Production Information Form with as much information as possible. Using the information provided, we will generate a service agreement between your institution and URTA, and an invoice including all

your costs. We cannot begin our services until the service agreement is fully executed.

Please send us the above information at least two weeks before the first artist work date. If your project requires a faster turnaround time, we will do our best to accommodate your needs. However, depending on current volume we may not be able to guarantee payroll within a shorter timeframe.

If you have any questions about the program or need assistance filling out the Production Information Form, please contact your assigned project manager or info@urta.com

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