

The Professional Musicians, Local 47 and Employers' Health and Welfare Fund Properly Completed and Executed Agreements

The Fund would like to remind all employers and leaders that the Fund can accept/process health and welfare contributions ONLY when contributions are submitted along with a fully executed and properly completed agreement (e.g., LA-1, Demo Recording, Music Preparation, etc.).

To be “fully executed,” an agreement needs to have the employer’s signature, an authorized Local 47 representative’s signature, and the Leader’s signature (this can be the same as the employer if the Leader is hiring and paying the musicians) and, if required by the form, the signature of the Purchaser.

Per the Fund’s rules and regulations, a “properly completed” agreement is one that contains the following information:

- a) The identity of the Employer (this can be, and many times is, the Leader).
- b) The Employer’s address.
- c) The Employer’s signature, printed name (so the Fund can determine the actual name of the Employer or its representative) and title (i.e., “President,” “Events Coordinator,” etc.).
- d) A signature from an authorized Local 47 representative, their printed name (so the Fund can tell who is signing for the Local) and their title (e.g., “Assistant to the President,” “Live Representative,” etc.).
- e) The identity of the Purchaser (the 3rd Party who is actually paying for the gig, music prep work, etc.).
- f) The address where the engagement is to be performed.
- g) The date(s) and time(s) of the engagement.
- h) The type of engagement (e.g., “Dinner/Dance,” “Jazz Concert,” “Demo Recording,” etc.).
- i) The names of each musician who will be performing and identity of the AFM Local they are a member of (this will usually be Local 47).
- j) The base scale (in the case of a LA-1 this will be the applicable Wage Scale from the Local 47 Wage Scale Book) for each musician.
- k) The properly calculated Health & Welfare contribution for each musician.

Additionally, if the Employer is a Corporation or LLC, the Articles of Incorporation must either be received with the agreement, or be on file with the Fund. The owners and officers of the corporation/LLC should be identified, as well as the ownership percentage. Also, Articles of Incorporation must be current and if a corporation or LLC is in suspended or revoked status with the Secretary of State, it will be grounds for the Fund to reject the contributions.

When remitting contributions to the Fund, the amount of the check must cover the Health & Welfare contribution amount that is due for all musicians listed on the contract. If the contribution check is from a payroll company and not the Employer or Purchaser, there must be a Designation of Payroll form signed by the Employer and/or Purchaser, and a copy of the designation form must be sent to the Fund along with the contract and contributions.

A Participation Agreement must be filed with the Fund when submitting single engagement agreements such as the Demonstration Recording Agreement, a LA1 Live Engagement Contract, Limited Pressing Agreement, etc. If the employer of record already has a Participation Agreement on file with the Fund, a new one will not be necessary.

Please note that if any of the above information is not provided to Fund along with a contribution check, the contributions will ***not be*** accepted by the Fund and shall be returned to the Employer. When/if contributions are returned by the Fund, the Fund will send a letter to the Employer, with a copy to the Local, that states the reasons why the contributions could not be accepted and what additional information the Employer needs to provide in order to have the Fund process and accept the contributions.