

## How to Remit Using the WGC's Electronic Remittance Form (Updated for use with the 2024 - 2027 IPA)

The accompanying WGC Remittance Form has been newly revised with added functionality and additional fields to make it easier for producers to use, and for the WGC to process remittance payments made on writer earnings.

Once basic information about the production, writer, and the fees earned are entered, all of the calculations are made for you.

The last page of this document provides a number of different ways to make payment: cheque, e-transfer, electronic fund transfer, wire transfer, or credit card.

Here are some helpful notes for completing each section of the form:

### Part 1 – Producer/Production General Info (top white section):

Producer: _____	Production Title: _____	Project Type: _____
Address: _____ <small>STREET ADDRESS</small>	Phone # _____	
CITY _____ PROVINCE _____ POSTAL CODE _____	Email: _____	
Association Membership: CMPA # _____ Non-Member _____		Applicable Agreement: _____ <small>(e.g. IPA 2019-2022)</small>

- Complete a separate form for each project. Do not enter multiple projects on the same form.
- Multiple writers or episodes for the same project may appear on the same form.
- If company is not a CMPA member, selecting YES in the Non-Member blank will automatically adjust the form to the 8% Administration Fee
- Project Type field now contains a dropdown (i.e. Feature, Animation etc.).

### Part 2 – Remittance Details (middle section – yellow & blue fields):

Writer's Name (Lastname, Firstname)	WGC Member? (Select from dropdown)	WGR Waiver? (Select from dropdown)	WGC Member Number	Contract ID (WGC use only)	Service Provided (Select ONE from dropdown)	Stage Delivered (Select ONE from dropdown)	Episode Name and Number (Series Only) (DO NOT LEAVE BLANK - DO NOT COMBINE EPISODES)	Gross Fee (Select CURRENCY) CAD (one currency per form)	Working Dues Member 2% or Non-Member 5%
									\$ -
									\$ -
									\$ -

- Enter the writer's name, not their loan-out company or agent.
- "Service Provided" now contains a dropdown—select Writing or Story Editing.
- "Stage Delivered" now contains a dropdown. Enter one stage per row, for each episode. Do not lump multiple stage fees together, unless it is a full script.
- For series, Episode number and/or Episode name MUST be entered.
- If gross fee currency is not CAD (the default), use the dropdown in the Gross Fees column (cell T14) to select USD. Only one currency can be chosen per form.
- For WGC members, the dues deduction is 2% (default setting). If the writer is not a member, selecting NO in the "WGC Member?" column will reset that line to the 5% non-member dues calculation for you.
- If non-member dues are not paid at 5%, the producer will be held responsible for any shortfalls.

- If non-member dues are erroneously deducted for a member, do NOT correct on a later remittance. The WGC will issue any refunds of dues overages to members directly.

### Part 3 - Administration Fee

GST#R132973603	WGC Admin. Fee (B)	\$	-
	*13% HST on Admin. Fee (C)	\$	-
	Total Cheque Payable to		
	Writers Guild of Canada (A+B+C)	\$	-

- Administration Fee in Box B (cell V32): The default in this cell is 2% for members of the CMPA. There is a maximum WGC Administration Fee of \$1,000 per project (or per episode, in the case of a series) for CMPA members.
- When Producer is not a CMPA member, select "CMPA Non-Member in the top (white) section of the form, and the field in the Admin Fee section will automatically change to the required 8%.
- If the engager is not a member of the CMPA, there is no cap on this amount for non-CMPA members.
- GST / HST on the Administration Fee is set to 13% for Ontario as a default. Adjust the formula in Box C (cell V33) for any other provincial amount.

### Part 4 - Insurance & Retirement Deductions/Contributions (purple section)

Insurance and Retirement Totals	\$	-	\$	-	\$	-
Total Cheque Payable to						
Actra Fraternal Benefit Society (D+E+F)	\$	-				

- These amounts are the same calculations for all writers and will automatically calculate once the gross fees are entered.

### Part 5 - Total payments:

GST#R132973603	WGC Admin. Fee (B)	\$	-				
	*13% HST on Admin. Fee (C)	\$	-				
	Total Cheque Payable to						
	Writers Guild of Canada (A+B+C)	\$	-				
				(D)	(E)	(F)	
	Insurance and Retirement Totals	\$	-	\$	-	\$	-
	Total Cheque Payable to						
	Actra Fraternal Benefit Society (D+E+F)	\$	-				

- Boxes A+B+C total the amount payable to the WGC for Dues, Admin and HST (cell V35).
- Boxes D+E+F total the amount payable to Actra Fraternal Benefit Society (cell W39).
- Send both amounts with the form to the Writers Guild of Canada. (See attached page on Methods of Payment for more detail on ways to pay.)
- Payments are due on the 15th of the month following the writer earning the gross fee. Do not send payment without the required forms.
- If you are unsure about anything, please call us at (416) 979-7907 ext. 5239 or (800) 567-9974

## Part 6 - WGA members engaged with Working Rule 8 Waivers

- The IPA permits producers to pay Pension & Health contributions to the WGA for WGA members with Working Rule 8 Waivers instead of making WGC Insurance & Retirement payments on this form.
- In the new “WR8?” column, you can now select if a writer has a waiver, and the form will automatically zero out the purple Insurance and Retirement columns for that line.

<b>WR8 Waiver?</b>
(Select from dropdown)

- Pension and Health contributions are remitted directly to the Pension and Health Fund in the United States. Contact the WGA for details.
- If the individual is not granted a Working Rule 8 waiver then Insurance and Retirement per this form must be paid for that individual.

### Important note:

- Working Dues are still payable to the WGC on WGA waiver writers.
- Members of the WGA who are also active members of the WGC have 2% working dues deducted at source from their fees and remitted on the Remittance Form.
- Members of the WGA who are not also members of the WGC have 5% non-member fees withheld from their gross fees and remitted on the Remittance Form.

### Quick reference: Writer residency/membership and remittances

The following table shows at a glance which deductions/contributions apply to writers based on residency and guild membership. Call the WGC if you need any assistance.

Writer Remittances Chart								
Writer Particulars	Remitted to the WGC					Working Rule 8 Waiver Required?	Remitted to the WGA**	
	2% Dues	5% Dues	Admin Fee*	5% Insurance	7% Retirement		WGA Pension	WGA Health
Canadian Resident - WGC Member Only	✓			✓	✓			
Canadian Resident - WGA Member Only***		✓		✓	✓			
Canadian Resident - Non-Member		✓		✓	✓			
US Resident - WGC Member Only	✓		✓	✓	✓			
US Resident - WGA Member Only		✓	✓			✓	✓	✓
US Resident - Dual Member	✓		✓			✓	✓	✓
US Resident - Non-member		✓	✓	✓	✓			
*Admin Fee is 2% (max \$1,000 per program or episode for CMPA members, 7% with no cap for non-members)								
**Contact the WGA for up-to-date percentages								
***If a Canadian-resident WGA member negotiates a waiver as part of their contract, treat as "US resident, WGA member"								

**This document does not replace reading and knowing the terms of the Independent Production Agreement (IPA), but has been provided as a quick reference tool. Signatory Producers are responsible to meet all applicable terms of the IPA. Please call the WGC if you have questions or visit [https://www.wgc.ca/screenwriters/resources/agreements/search\\_agreements/index](https://www.wgc.ca/screenwriters/resources/agreements/search_agreements/index) for a copy of the agreement.**

## **WGC PAYMENT METHODS**

***\*Please ensure that any payment method used is accompanied by a corresponding remittance form properly filled out and emailed to Jennifer Phillips and John Chung ([j.phillips@wgc.ca](mailto:j.phillips@wgc.ca) and [j.chung@wgc.ca](mailto:j.chung@wgc.ca))***

### **1. Cheques**

We recommend payment of WGC fees (dues and admin), and insurance and retirement contributions all in one cheque made out to the WGC for ease of processing. We will disburse insurance and retirement contributions to AFBS, our benefit company.

The Guild is still processing cheques being sent to our office location (address below), however you may want to consider one of the alternate methods below.

Writers Guild of Canada

366 Adelaide St. W, Suite 401

Toronto, ON M5V 1R9 Canada

### **2. Electronic fund transfer (must be through a Canadian bank account)**

Beneficiary Name: Writers Guild of Canada

Beneficiary Address: 366 Adelaide St. West Suite 401, Toronto ON M5V 1R9

Account Number: **00002-1029859 (CAD)**

Beneficiary Bank: Royal Bank of Canada

Bank Address: 200 Bay Street, Toronto, Ontario, M5J 2J5

### **3. E-Transfers (must be through a Canadian bank account)**

To arrange an e-transfer to the WGC, you must

send payment to [wgcpayments@wgc.ca](mailto:wgcpayments@wgc.ca) **NEW EMAIL ADDRESS!**

This email address is linked to our new RBC Canadian account which uses Auto Deposit so no question or answer is required. If your bank does not support Auto Deposit, please use another payment method.

### **4. Wire transfer**

Beneficiary Name: Writers Guild of Canada

Beneficiary Address: Suite 401 - 366 Adelaide St. West, Toronto ON M5V 1R9

Account Number: **000021029859 (CAD)**

**000024004529 (USD)**

Beneficiary Bank: Royal Bank of Canada

Bank Address: 200 Bay Street, Toronto, Ontario, M5J 2J5

Transit Number: 00002

Bank Number: 003

You need to include Swift Code: ROYCCAT2

You must include \$17.00 as a wire receiving fee.

US Correspondent Bank: JP MORGAN CHASE BANK  
Corresponding Bank Address: 270 Park Avenue, New York, NY 10017  
ABA #: 021000021  
SWIFT CODE: CHASUS33

5. **Visa or Master Card**

We can process credit card payments if you provide those details to Tao Ye by phone call 416-979-7907 x5300. Please do not provide credit card details via email. You can reach Tao Ye via [t.ye@wgc.ca](mailto:t.ye@wgc.ca) for other information.