

HOW TO PROCESS B-REPORTS (U.S. LOCALS)

Q: I am an officer of a U.S. local that does not get much recording paperwork, and I have just received a report form. What do I do?

A: Those are called B-reports, short for “broadcast reports.” Any form of electronic media (recordings, movie scores, live TV, audio livestreams, etc.) generates a B-report, which serves as the official record of the gig. B-reports list the musician(s), pay, benefits, employer, type, date, time, and place of the session. Your local, the Federation, the pension fund, and the employer need this information, and the B-report captures it neatly for everyone. There is a different B-report for each type of session:

B-3 – small market commercials

B-4 – records

B-5 – demo recordings

B-6 – commercials

B-7 – theatrical and television film

B-8 – TV/videotape/cable

B-9 – limited pressing

B-10 – radio

*B-11 – symphonic**

*B-12 – symphonic**

*B-16 – symphonic, IMA**

B-17 – single song overdub

Music Preparation (no B-#)

** - contact Debbie Newmark for assistance*

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A local has **four** responsibilities when it receives a B-report.

### **1. Keep a permanent copy in the local’s records.**

Locals should keep a copy on file in perpetuity, as the B-report serves as evidence should the musician(s) be owed additional money down the line. Electronic copies need to be kept in at least two separate locations to protect against file corruption, data loss, etc.

### **2. Mail or upload a copy to Electronic Media Services Division (EMSD) at AFM headquarters.**

Do not email B-reports. The preferred way to send B-reports to the AFM is to upload scans via our secure portal:

<https://members.afm.org/admin/roster-upload/local-upload>

Log in using your existing AFM.org credentials. Click “Choose Files,” select one or more files, and click “Upload” to remit your reports. You can also navigate to the secure portal via the “Roster” tab in Online Roster Maintenance (see graphic below).

If mailing physical copies, use the address below. If you expect to receive many forms over a period, mail them to EMSD in batches on a quarterly basis.

*American Federation of Musicians*

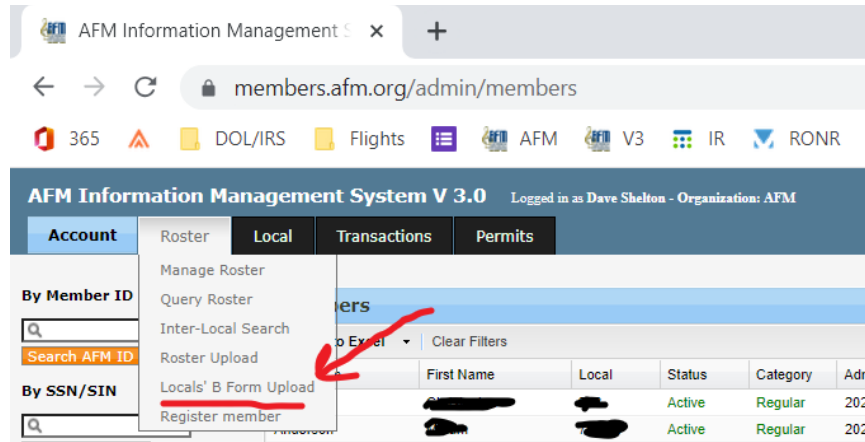
*ATTN: EMSD, B-reports*

*1501 Broadway, Ninth Floor*

*New York, NY 10036-5501*

B-reports are confidential because they contain personally identifiable information. The only parties permitted to view B-reports outside of Local and AFM administration are the producer, contractor, payroll company, session leader (but not sidepersons), pension fund, and a small number of residual funds.

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You can also navigate to the secure upload portal via Online Roster Maintenance (ORM).

### 3. Process the pension contribution(s).

Producers usually send a check for pension contributions to your local. Do not delay in forwarding the pension check along with a copy of the B-report to the pension office. The Pension Fund will impose a penalty on your local and remove your local's right to manage pension checks if you are responsible for a late pension transmittal.

*AFM & E Pension Fund  
ATTN: Transmittals  
14 Penn Plaza – 12th Floor  
New York, NY 10122*

Sometimes a producer will remit pension contributions directly to the fund. In this instance, ask the contractor for a copy of the pension check and keep a copy of the check with the report form.

For updated pension fund forms and procedural information, visit the fund's website at <https://afm-epf.org/Locals/LocalsInformation.aspx>.

### 4. Collect and remit work dues.

AFM members owe work dues to the local according to the local's electronic media work dues rate appropriate for the session. Some locals establish varying dues rates for distinct types of electronic media work. Other locals have a comprehensive electronic media rate that covers everything. Other locals have not established any electronic media work dues rates, in which case their general work dues rate applies (provided it meets the minimums listed below). Generally, electronic media work dues rates are higher than other rates due to the amount of work required to process the paperwork.

It is easiest if the contractor withholds and remits work dues with a single check, and in fact, most local bylaws require the contractor to do so. If the contractor did not, invoice the AFM members based on the wage scale reported on the B-report form. Many types of electronic media require the local to remit a portion of collected work dues to the Federation (see line 3 of the FWD report form and AFM Bylaws, art. 9, § 32 (b)).

As with all types of gigs, work dues apply to basic scale wage, doubling, leader premiums, and other wage premiums. They do not apply to cartage, health and welfare, or pension contributions.

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### LOCAL ELECTRONIC WORK DUES RATES MIN/MAX

*Local memberships establish work dues rates via secret ballot for work in their jurisdiction (except 5% for MPTF services, which is mandatory). It is best practice to codify these rates in local bylaws. AFM Bylaws stipulate a minimum and maximum allowable rate for electronic media work done under the following national contracts:*

|                                 |                              |
|---------------------------------|------------------------------|
| Symphonic recordings:           | 1.5% minimum / 5.25% maximum |
| SLRA recording sessions:        | 1.75% minimum / 5.5% maximum |
| Commercials (original session): | 2% minimum / 5.75% maximum   |
| Commercials (reuse):            | 2.25% minimum / 6% maximum   |
| Movies, including TV movies:    | 2.6% minimum / 6.35% maximum |
| Other TV, not including movies: | 2.25% minimum / 6% maximum   |
| Other electronic media:         | 2% minimum / 5.75% maximum   |

**Local rates (except for MPTF) may only be established by secret ballot vote of the membership.**