



Commercial Driver License Reimbursement Fee

Reimbursement Policy and Reimbursement Form (for Local 399)

This form explains how Industry Professionals working under the Producer – Studio Transportation Drivers, Local #399 Agreement may request reimbursement of fees associated with their Commercial Driver License (CDL) registration or renewal. If you meet the eligibility criteria below, use this form to submit your request.

Eligibility Criteria

To be eligible for reimbursement of CDL fees, you must meet the following criteria:

1. You must be active on the Industry Experience Roster for Local 399 with a valid CDL. *(To verify your status, visit the Industry Hub (thehub.org) and log into your Portal.)*
2. You must submit your request no later than ninety (90) days from the new registration or renewal fee payment.

REQUEST FORM

Step 1. Complete and sign the form below:

Local/Classification:		
Local: Local 399	Job Classification:	
Personal & Contact Information:		
First Name:	Middle Name:	
Last Name:	Suffix (Jr., Sr., II, etc.):	Last 4 of SSN:
Mailing Address:		Unit # (Apt., Ste., etc.):
City:	State:	ZIP Code:
Country (if not United States):		

This reimbursement program described herein is an "accountable plan" as provided in Internal Revenue Code Section 62(a)(2)(A) and the Treasury Regulations promulgated thereunder. To receive reimbursement for eligible employment-related expenses, I understand that I must meet several requirements. I will be required to return to Contract Services within a reasonable time any excess reimbursement that is made to me in the event of any inadvertent overpayment.

I have read and understood the stipend and reimbursement policy and terms and conditions described herein.

Signature: _____ Date: _____

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Additional Required Documentation

Step 2. Gather additional required documentation.

In addition to completing and signing the form above, you must include the following documentation with your request:

1. A copy of your CDL showing the date the license was issued.
2. A copy of the DMV receipt for the CDL.
3. Proof of payment for the CDL (e.g., a copy of your canceled check from your bank, a copy of your credit card receipt or credit card statement).

How to Submit Your Request

After you complete and sign this form and collect the required documentation listed above, you may submit your request to Contract Services in several ways:

1. By email to roster399@csatf.org.
2. Using your Portal: visit the Industry Hub (thehub.org) to log into your Portal. Use the "Contact Us" tool to submit your request and upload your documents.
3. By mail to 2710 Winona Avenue Burbank, CA 91504.
4. In person by visiting our offices during business hours.
5. By fax to (818) 565-0535.

Remember: your request and all required materials must be submitted no later than 90 days from the date of payment. If you have questions or require assistance, please contact us.