

L'OFFICIEL USA FREELANCER CLAIMS FORM

For Freelancers who performed work for L'Officiel Magazine, or some related entity, between January 1, 2017 and July 11, 2023 who may be owed money for their work.

If you would like to submit a claim for compensation for freelance services that you provided in the United States to L'Officiel USA (including its related domestic titles L'Officiel USA Hommes or L'Officiel USA ART) or that you provided in New York City to an affiliated foreign L'Officiel title or company between January 1, 2017 and July 11, 2023 please fill out this form and submit it by email, along with the required information listed below, to Jason Ho, L'Officiel USA's Manager of Finance and Human Resources (j.ho@lofficielusa.com) AND to freelancer@lofficielusa.com no later than February 7, 2024.

If you have multiple claims, please submit each claim separately.

The deadline to file your claim is February 7, 2024.

**Required*

1. Name or Company Name*

_____. If you are submitting the form under your company name, please identify your relationship to the company:

2. Mailing Address where you can receive communications or payment*

3. Email Address*

4. Phone Number*

5. If you believe you are owed compensation for freelance services you provided in the United States to L'Officiel USA (including L'Officiel USA Hommes or L'Officiel USA

ART) or provided in New York City to an affiliated foreign L'Officiel title or company, what service(s) did you provide?*

Mark only one.

- a. Photography
- b. Writing
- c. Other: _____

6. On what date did you provide services to L'Officiel USA or an affiliated L'Officiel title?*

(Note that if services for a single claim were provided over multiple dates, please list the date on which you completed your work.)

Example: January 7, 2019

7. If L'Officiel USA (including L'Officiel USA Hommes or L'Officiel USA ART) or one of its foreign affiliate publications (for example, L'Officiel Paris) published (online/in print) your work or work you contributed to, please provide the following details, if known/applicable: the name(s) of the publication, the title(s) of the article(s), date(s) of publication, and/or URL(s) or platform(s) of any online publication(s).

8. How much money, if any, did L'Officiel pay you for your work? When was it paid?*

- a. Amount(s): _____
- b. Date(s): _____

9. How much money do you believe you are (still) owed relating to this claim for work performed?*

10. Does the payment to which you believe you are entitled total more than \$2,000?*

(If you are filing more than one claim, please answer this question based on the TOTAL amount owed for all claims. Please note the processing time for claims of more than \$2,000 will be longer than for smaller claims.)

Mark only one.

- a. Yes
- b. No

11. What proof do you have of the work you performed?*

(You must have at least one form of proof to file a claim. You may submit any form of proof you have, even if not listed below. All proof should be submitted via email to freelancer@lofficielusa.com and j.ho@lofficielusa.com along with this form.)

Check all that apply.

- a. My name is listed in the byline of work published in one of L’Officiel’s publications (online or print) or I am listed in the masthead or as a “Contributor” in a print or digital edition or the magazine.
- b. Written correspondence (e.g., an email, text message, or instant message with a L’Officiel employee)
- c. Written contract and/or invoice
- d. Other: _____

12. If you ever contacted L’Officiel USA or any of its affiliates after completing your work regarding the compensation you believe you are owed, please provide additional details about this contact (e.g., who you contacted, when, method of contact).

13. Have you ever filed a complaint with The City of New York (Department of Consumer and Worker Protection or “DCWP”) about the compensation you believe you are owed for this work?*. If yes, please provide the date you filed the complaint.

Mark only one.

- a. Yes
 - i. Date of complaint: _____
- b. No

14. The following information must be provided to receive payment. **When submitting this Claims Form, please attach:**

- i. An accurate and completed IRS Form W-9, W-8 BEN, or W-8 BEN-E (which is available through IRS.gov)
- ii. A copy of government-issued identification that matches your identity or the identity of a company principal (e.g. NYC ID, Driver's License, Passport), and
- iii. Either the bank account information sufficient to allow a wire transfer (bank account number and a bank routing number for an account belonging to you or your organization/company) OR alternatively, an up-to-date mailing address if you would prefer to receive payment by check.

15. Will you be filing any other claims in addition to this one by the claim deadline of February 7, 2024?

- a. Yes
 - i. How many: _____
- b. No
 - i. By selecting No and submitting this claim form, you confirm that all outstanding amounts that you believe you are owed by L'Officiel USA (including L'Officiel USA Hommes or L'Officiel USA ART) or any of its foreign affiliate publications (for example, L'Officiel Paris) for work performed between January 1, 2017 and July 11, 2023 are fully included in this claim.

Please Note: You may contact the NYC Department of Consumer and Worker Protection at the following email address/phone number for assistance with filing your claim, including if you have concerns or difficulty providing the requested information: freelancer@dcwp.nyc.gov / 212-436-0380.