

**EMPIRE STATE DEVELOPMENT
NEW YORK CITY MUSIC AND THEATRICAL PRODUCTION TAX CREDIT PROGRAM
APPLICATION MATERIALS**

When submitting an application for the New York City Music and Theatrical Production Tax Credit Program, all materials, as indicated in the chart below, must be submitted in order for your application to be deemed complete.

Please go to <https://esd.ny.gov/new-york-city-musical-and-theatrical-production-tax-credit> for the file templates.

	Initial	Final
Project Summary (Online Application Form)	X	X
Weekly Payroll Report (excel template)	X	X
Payroll Summary Report		X
Production Budget	X	
Ownership of applicant entity ¹	X	
General Ledger (Entire, in excel)		X
General Ledger Reports (Separate, in excel)		X
Diversity and Arts Job Training Plan	X	
Diversity and Arts Job Training Report		X
Public Access and Availability Plan	X	
Public Access and Availability Report (with cover letter)		X

Note: Applicants opting to have the final application reviewed by one of the pre-qualified CPA firms should submit, in addition to the documents listed above, a copy of their Certificate of Conditional Eligibility and copies of their initial plans to meet the Public Access and Availability and Diversity and Arts Job requirements.

¹ Required if the applicant entity is an LLC, LP (partnership), or an S corporation. Documentation should include names, addresses and EIN or SSN of all members, partners or shareholders and their respective percentages.