



**FILM TAX CREDIT PROGRAM  
APPLICATION MATERIALS**

When submitting an application for either the Film Production Credit or Post-Production Credit, all materials, as indicated in the chart below, must be submitted in order for your application to be deemed complete.

Please go to <http://esd.ny.gov/BusinessPrograms/filmCredit.html> for the file templates.

	Film Production Credit		Post-Production Credit	
	Initial	Final	Initial	Final
Project Summary (Online Application Form)	X	X	X	X
Budget Cost Qualifier <sup>1</sup> (excel templates)	X	X	X	X
Employment Report <sup>1</sup> (excel template)		X		X
End Credit Requirements (MS Word template)		X		X
Frame grab(s)/video of end credit requirements		X		X
Daily Production Reports		X		
Shoot Days Summary <sup>1</sup> (excel template)		X		
Production Budget (including post)	X			
Production Budget - Top sheet only			X	
Post Production Budget			X	
General Ledger (Entire, in excel)		X		
General Ledger Reports (Separate, in excel) <sup>2</sup>		X		X
Vendor List (in excel)		X		X
Cast & Crew List		X		
Retained Asset Report <sup>1</sup> (excel template)		X		X
Related Party Transaction Report <sup>1</sup> (excel template)		X		X
Supplier & Subcontractor Report <sup>3</sup> (excel template)		X		
Workforce Utilization Report <sup>3</sup> (excel template)		X		
Diverse Vendor Report <sup>3</sup> (excel template)		X		
Employment Practices Form <sup>4</sup>	X			

<sup>1</sup> Part of the INITIAL/FINAL APPLICATION TEMPLATE BOOK. There are separate template books specific to the Film Production Credit and the Post Production Credit.

<sup>2</sup> For the Film Production Credit - submit separate GL Reports for each qualified cost category on the BUDGET COST QUALIFIER.

For the Post Production Credit - Submit separate GL Reports for each qualified and nonqualified cost category on the BUDGET COST QUALIFIER

<sup>3</sup> For the Film Production Credit - Part of the FINAL APPLICATION TEMPLATE BOOK. Completion of these forms is voluntary, not required by the Film Tax Credit Program.

<sup>4</sup> For the Film Production Credit – Part of the INITIAL APPLICATION TEMPLATE BOOK. To be submitted as part of initial application.