



**FILM TAX CREDIT PROGRAM  
APPLICATION MATERIALS**

When applying 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.

File templates are available on the [Film Production Program](#) and [Post-Production Program](#) websites.

	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 Practices Form	X			
Production Budget (including post)	X			
Production Budget - Top sheet only			X	
Post Production Budget			X	
Project description	X		X	
Ownership of applicant entity <sup>2</sup>	X		X	
Employment Report <sup>1</sup> (excel template)		X		X
End Credit Requirements		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		
General Ledger (Entire, in excel)		X		
General Ledger Reports <sup>3</sup> (Separate, in excel)		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
Diverse Vendor Report (excel template)		X		
Workforce Utilization Report (excel template)		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> 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.

<sup>3</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