Film Tax Credit Program

Film Production and Post-Production
Online Application Instructions
ESD has developed a secure online website that provides applicants with an easy and convenient way to submit applications to the Program and 24-hour access to project information from anywhere with an internet connection.
ESD Film Tax Credit Program
Online Application

* **Convenience** - Applicants can create an account and complete an application when and where is most convenient for them without having to fill out, print, sign and send paper forms. Applicants can begin an application, step-away and come back to modify their applications multiple times before submitting.

* **Digital Signatures and File Transfer Protocol (FTP)** - The use of digital signatures saves time and the new FTP site allows applicants to conveniently upload very large files online to our secure server using an ESD supplied user name and password.
If you are new to the ESD Film Tax Credit Program please visit our website to learn more about the Program requirements and qualifications before attempting to submit an online application.

The website can be found at: http://esd.ny.gov/BusinessPrograms/filmCredit.html
If you submitted an application prior to March 1 2016 and have an active project(s):

* Your project information has been transferred from our old database to the new online application
* We have created an account on your behalf for each project and will provide you with your login and password.
* Please contact our office via email at filmcredits@esd.ny.gov to request your account information.
The online system is effective as of March 1, 2016.

Applicants submitting an initial application for a new project on or after March 1, 2016 must use the new online application system.

Applicants that have an approved Initial Application but have not yet submitted a Final Application must use the new online application to do so.
Applicants should ensure they meet the eligibility requirements of the Program prior to creating an account. A link to the regulations and instructions are provided here: http://esd.ny.gov/BusinessPrograms/filmCredit.html

A unique account ID and password must be created for each new project to enter and use the application system.

Please follow the instructions provided in this document. If you have questions or problems during the process, please call (212)803-2328 or email us at filmcredits@esd.ny.gov
Creating an Account or Accessing an existing Account
The New York State Film Tax Credit and Post-Production Credit Program applications must be submitted on-line at https://appcenter1.esd.ny.gov/IFilmTaxCredit/

For new projects, the first step to complete the application is to create an account by selecting “New Account” on the login screen as shown above. The user will then be prompted to create an account and be asked to enter a user ID and Password.

**Do not attempt to reuse Account IDs and Passwords from projects already completed and final applications submitted, as it will overwrite the previously entered information.**
Creating a new account is easy. Select either Film Tax Credit or Post-Production Tax Credit. Select your account ID and password and you are ready to go.
If you have an initial application already approved in the Program and are submitting a final application on or after March 1, 2016, you will need the Account ID and Password for the specific project already created by ESD on your behalf.

If you have already contacted ESD and obtained this information, simply enter your Account ID and Password and select Login, otherwise please email us at filmcredits@esd.ny.gov to obtain your account information.
Online Application Process
**FILM TAX CREDIT ONLINE**
**INITIAL/FINAL APPLICATIONS**

Applications can be completed at your own pace. 
**Save frequently** – The online application system will time out after one hour and unsaved changes could be lost.

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**Film Tax Credit Program Production Credit Project Summary (Initial Application)**

<table>
<thead>
<tr>
<th>Project Title: *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted:</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 1: PRODUCTION GENERAL INFORMATION**

1-1 Project Title: 

1-2 Type of Production: 
- Select --  
- Select --

1-3 Production Schedule:
- Prep Start/End Date: * 
- Principal Photography: * 
- Additional Principal Photography/2nd Unit: 
- Post Production: * 
- Projected Release/Premiere: n/a

**SECTION 2: APPLICANT & PRODUCTION CONTACT INFORMATION**
Unfinished Applications

To return to an unfinished application, simply login with the account ID and password and click the “Load Application” button on the top right.

You will be required to update the submission date each time you access the system.
Submitting an Application

When all required sections have been completed, the user may submit the application by clicking on "Submit" at the bottom of the application page.

The application will not be submitted until all required sections have been completed.

Incomplete required fields will be noted at the top and bottom of the application for further review.
Thank you for filling out the NYS Film Tax Credit Application.

We have received your submission and will respond to you within 24 hours with secure file upload instructions.

For urgent questions please contact the Film Tax Credit Program at (212) 803-2328 or via email at filmcredits@esd.ny.gov.

To return to the previous page click here
Next Steps

* After submission, the primary and secondary contacts listed on the Initial Application receive an email from DocuSign. This email contains a link to the completed Initial Application where the primary and secondary contacts separately affix their electronic signature. Please confirm that email addresses are accurate prior to submission.

* Applicants will submit an Online Application for ESD review and approval. Based on ESD feedback, applicants may be required to correct or modify the saved online application and resubmit the complete document as part of their “Complete application”. This assures that the applicant is aware of and agrees to any modifications found by ESD during an application review.
Once an Initial Application has been approved and applicants are returning to complete a final application, an applicant can log back into the application system and many fields within the Final Application will be auto filled with information provided in the Initial application.

Login with the project account ID and password and click the “Load Application” button on the top right.

If you do not have the project account ID and Password, please call (212)803-2328 or email us at filmcredits@esd.ny.gov.
The online application system times out after one hour. **SAVE OFTEN.**

Required fields must contain information for the document to submit. A response of “0” is acceptable.

Each time an application is submitted, the document will be sent to the Primary and Secondary contact listed on the application via DocuSign for an electronic signature. **PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.**
Applying Digital Signatures

DocuSign
## Authorized Signers

The authorized signers of the Film Tax Credit Application are the Primary and Secondary Contacts.

The authorized signers of the Post Production Applications are the Primary Contact and Preparer of the Application.

### 2-2 Applicant’s Primary Contact (authorized signer of this application)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>New York</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### 2-3 Applicant’s Secondary Contact (Authorized signer of this application. Primary and secondary contacts cannot be the same person)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>New York</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
Every time an application is submitted, an email is sent to the authorized signers. Please confirm that the application is complete prior to submitting.
Click on the box marked “Sign Here” this will apply the digital signature of the authorized signer. Once the application has been signed, DocuSign will send the applicant and ESD a completed copy of the application including signatures.
Once the digital signature has been applied, click “confirm signing” and the signature process is complete.
Each time an application is submitted, the document will be sent to the authorized signers listed on the application via DocuSign for an electronic signature.

PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.
When submitting an online application for either the Film Production Credit or Post-Production Credit, additional required materials must be submitted in order for your application to be deemed complete.

Please go to http://esd.ny.gov/BusinessPrograms/filmCredit.html for file templates of the required forms.
## Additional Application Materials

<table>
<thead>
<tr>
<th></th>
<th>Film Production Credit</th>
<th>Post-Production Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initial</td>
<td>Final</td>
</tr>
<tr>
<td>Project Summary</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Budget Cost Qualifier* (excel templates)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Employment Report (excel template)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>End Credit Requirements (MS Word template)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Daily Production Reports</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shoot Days Summary (excel template)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Production Budget (including post)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Production Budget - Top sheet only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Production Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Ledger (Entire)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Ledger Reports (Separate)**</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cast &amp; Crew List</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Retained Asset Report (excel template)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Related Party Transaction Report (excel template)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

* There are separate BUDGET COST QUALIFIERS specific to the film production credit and the postproduction credit.

**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
Naming Convention for Electronic Submissions

Example of preferred file naming:

* ProjectName_Item_Date
* Movie123_GLEntire_121515
Securely Uploading Files

After submission of the online application, ESD will contact you to confirm receipt of the application and provide you with a login ID and password to access a secure file transfer portal.
Within the secure portal click in the file titled “filmapps”.

FILE UPLOAD TO FTP
Files may be added to the site by clicking the Upload button. You can search for files on your computer or you may drag and drop files into the portal.
FILE
UPLOAD TO FTP

The files will appear very briefly in the window above while the file is uploading. Once the file is uploaded, the file will no longer be viewable.
Film Tax Credit Program

Film Production and Post-Production Application Instructions for online system

SUMMARY REVIEW
Effective March 1, 2016

First time applicants must learn about the Program before completing an application.

Existing participants without an active project can go to the website to complete an application for new projects.

Existing participants that previously filed an Initial Application via paper must contact ESD to obtain an account ID and password that was created on your behalf.

Each project requires a unique account ID and password.

Once an application is accepted, ESD will contact you to confirm receipt of the application and provide you with a login ID and password to access a secure file transfer portal.

Additional application materials must be uploaded to the secure FTP before an application is deemed complete.
User ID and Passwords for online accounts never expire. If ID or Password is lost, please contact our office at (212) 803-2328 or via email at filmcredits@esd.ny.gov.

If you need to learn more about the Program, please visit our website at http://esd.ny.gov/BusinessPrograms/filmCredit.html

ADDITIONAL RESOURCES: www.nylovesfilm.com