

**EMPIRE STATE DEVELOPMENT
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 ¹ (excel templates)	X	X	X	X
Employment Report ¹ (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 ¹ (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) ²		X		X
Cast & Crew List		X		
Retained Asset Report ¹ (excel template)		X		X
Related Party Transaction Report ¹ (excel template)		X		X
Supplier & Subcontractor Report ³ (excel template)		X		
Workforce Utilization Report ³ (excel template)		X		
Employment Practices Form ⁴	X			

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

² 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

³ 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.

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