

**EMPIRE STATE DEVELOPMENT
Musical & Theatrical Tax Credit Program
APPLICATION MATERIALS**

When submitting an application 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/empire-state-music-and-theatrical-production-tax-credit-program> for the file templates.

	Initial App	Final App
Project Summary	X	X
Budget Cost Qualifier ¹ (excel templates)	X	X
Weekly Payroll Report ¹ (excel template)	X	X
Production Budget	X	
General Ledger (Entire, in excel)		X
Facility Ledger Report (in excel)		X
Labor Ledger Report (in excel)		X
Transportation Ledger Report (in excel)		X
QPF Weekly Payroll Report ¹	X	X
Touring Schedule (full)	X	X
Retained Asset Report ² (excel template)		X

¹ Part of the INITIAL/FINAL APPLICATION TEMPLATE BOOK.

² Part of the FINAL APPLICATION QUALIFIED PRODUCTION FACILITY TEMPLATE BOOK.