



Governor's Office of Motion Picture & Television Development

Film Tax Credit Program

Film Production and Post- Production

Online Application Instructions

ESD has developed a secure online website that provides 24-hour access to project information.

- **Convenience** – Applicants can create an account, complete applications and modify their applications multiple times before submitting.
- **Digital Signatures and File Transfer Protocol (FTP)** – The submitted Project Summary is signed using DocuSign and the Secure File Transfer used for the FTP allows applicants to upload required documents in a secure manner using an ESD supplied username and password.

First Time Applicants

- 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.
- Note applicants can only apply to one program.
 - The Film Production Program is if the production is filming in NYS and includes any post-production work in NYS
 - The Post-Production Program is if the production is only doing post-production and/or doing VFX work in NYS

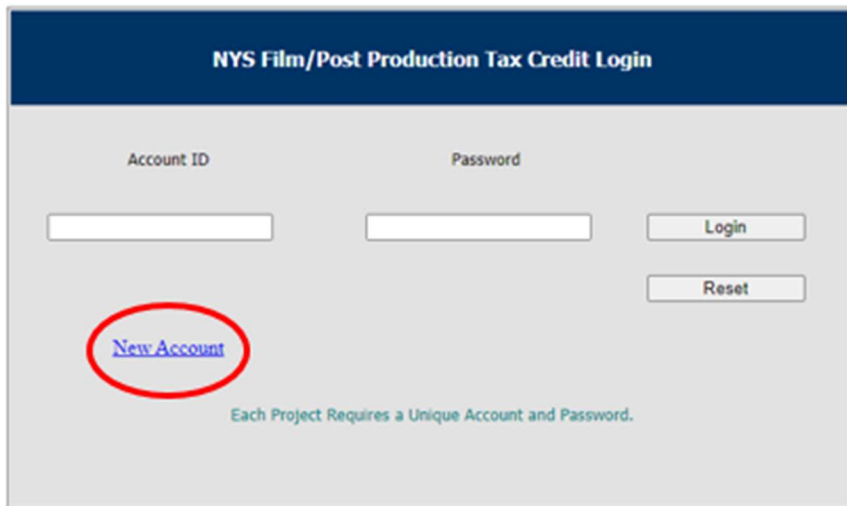
Online Application – Registration

- Applicants should ensure they meet the eligibility requirements of the Program prior to creating an account.
 - Regulations, Guidelines, and instructions for the Film Production Program can be found here: <https://esd.ny.gov/new-york-state-film-tax-credit-program-production>
 - Regulations, Guidelines, and instructions for the Post-Production Program can be found here: <https://esd.ny.gov/new-york-state-film-tax-credit-program-post-production>
- 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 online at <https://filmtaxcredit.apps.esd.ny.gov/frmLogin.aspx>

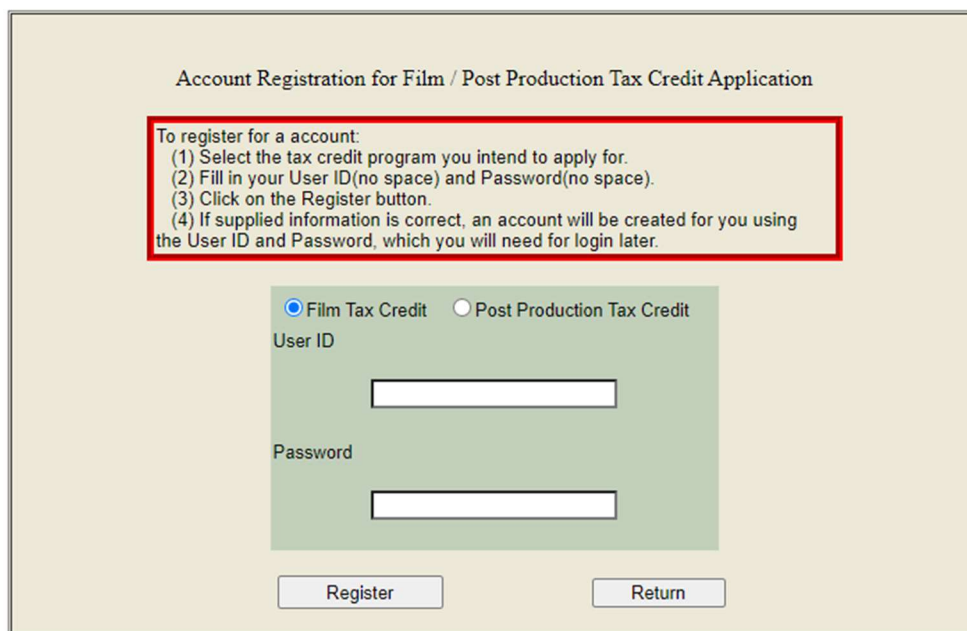
Film Production/Post-Production Login Page New Account



- 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.**

Account Registration

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.



Film Production/Post – Production Login Page Existing Account

- If you have an initial application already approved in the Program and are submitting a final application on or after March 1st, 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.
- 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.

SECTION 11: SIGNATURE

The signature below must be provided by the corporate officer, general partner, managing member, or sole proprietor of the applicant seeking the Film Production tax credit. All other information requested by the application should be provided by the corporate officer, general partner, managing member, or sole proprietor of applicant seeking the film production tax credit.

Under penalties of perjury, I declare that I have examined the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

Authorized signature:*

Title:*

[Download PDF](#)

[Save Application](#)

[Submit Application](#)

- 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.

Successful Submission

- When an application has been successfully submitted, applicants will see this confirmation page.

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 contact listed on the Initial Applications receives an email from DocuSign. This email contains a link to the completed Initial Application where the primary contact will affix his/her/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.

FILM TAX CREDIT FINAL APPLICATION

- 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



Key Points

- The online application system times out after one hour. **SAVE OFTEN.**
- Require 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 contact listed on the application via DocuSign for an electronic signature. **PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.**

DocuSign

Applying Digital Signatures

Authorized Signers

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

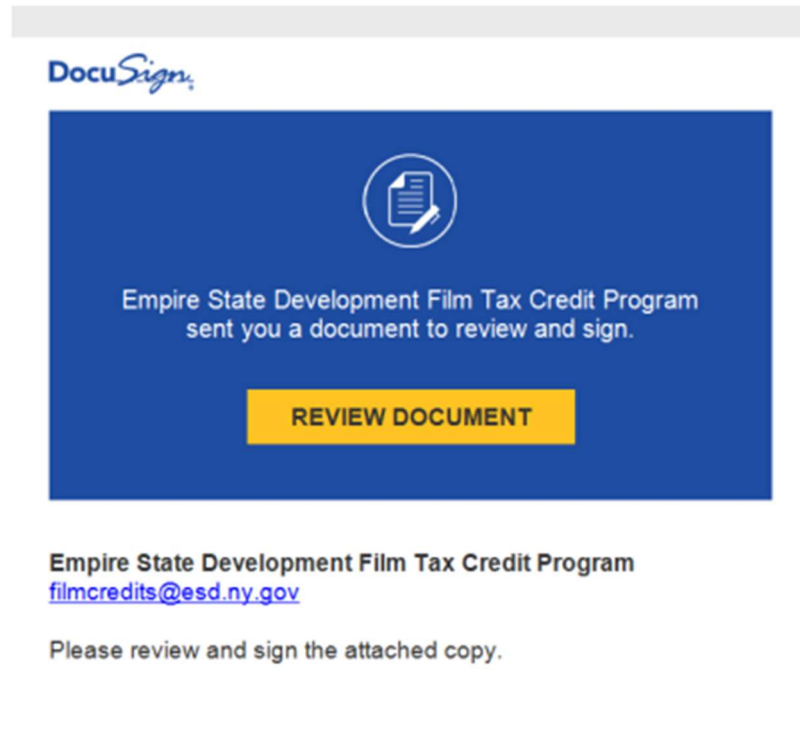
First Name: * Last Name: *
Address: *
City: * State: * Zip: *
Phone: * Email: *

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

First Name: * Last Name: *
Address: *
City: * State: * Zip: *
Phone: * Email: *

- The authorized signer of both the Film Tax Credit Application and the Post-Production Application is the Primary Contact.

Applying Digital Signatures



- **Every time** an application is submitted, an email is sent to the authorized signer.
- Please confirm that the application is complete prior to submitting.

DocuSign

- 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.

REMEMBER

- Each time an application is submitted, the document will be sent to the authorized signer listed on the application via DocuSign for an electronic signature.
- **PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.**

Secure File Upload

- After an initial or final application has been submitted, the primary contact and the preparer will be emailed with the Secure File Transfer information for uploading the additional required files.

Additional Application Materials

	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 Practices Form	X			
Production Budget (including post)	X			
Production Budget - Top sheet only			X	
<u>Post Production</u> Budget			X	
Project description	X		X	
Ownership of applicant entity ²	X		X	
Employment Report ¹ (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 ¹ (excel template)		X		
General Ledger (Entire, in excel)		X		
General Ledger Reports ³ (Separate, in excel)		X		X
Vendor List (in excel)		X		X
Cast & Crew List		X		
Retained Asset Report ¹ (excel template)		X		X
Related Party Transaction Report ¹ (excel template)		X		X
Diverse Vendor Report (excel template)		X		
Workforce Utilization Report (excel template)		X		
Diversity Report Supporting Documents		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 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.

³ 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

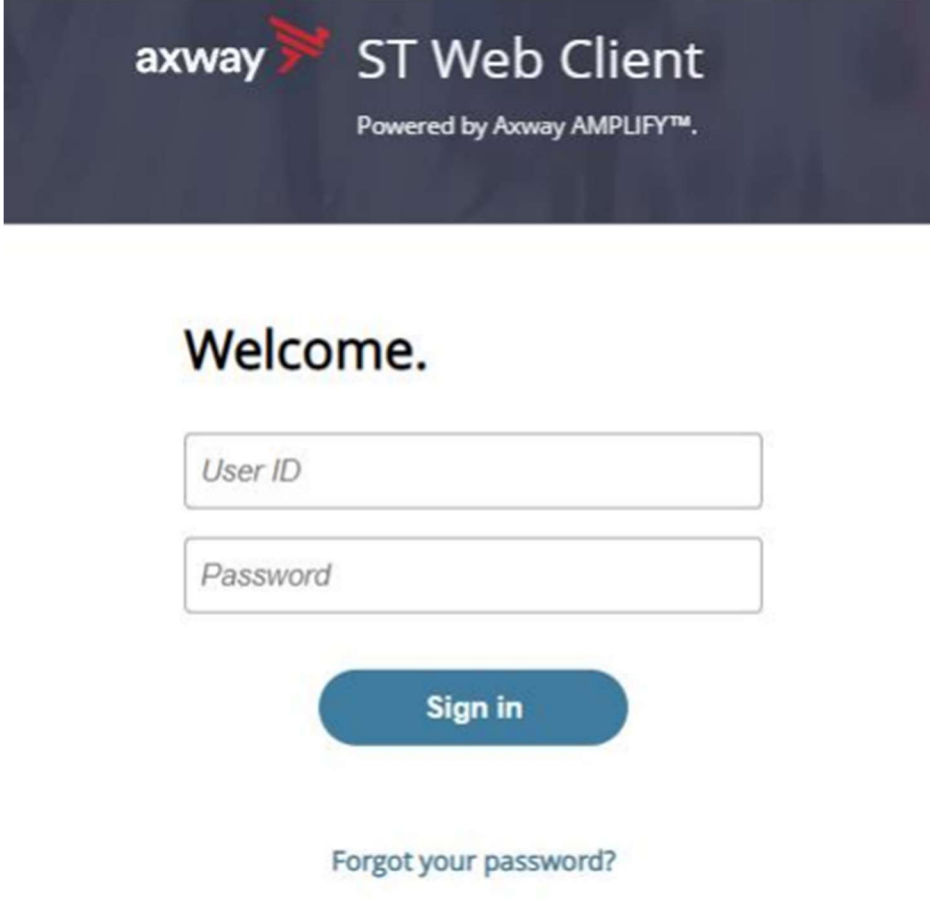
Naming Convention for Electronic Submissions


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.



axway  ST Web Client

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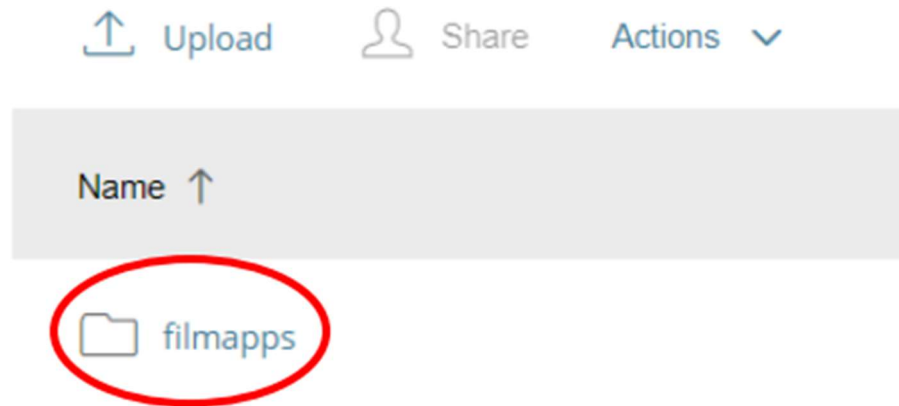
Welcome.

[Sign in](#)

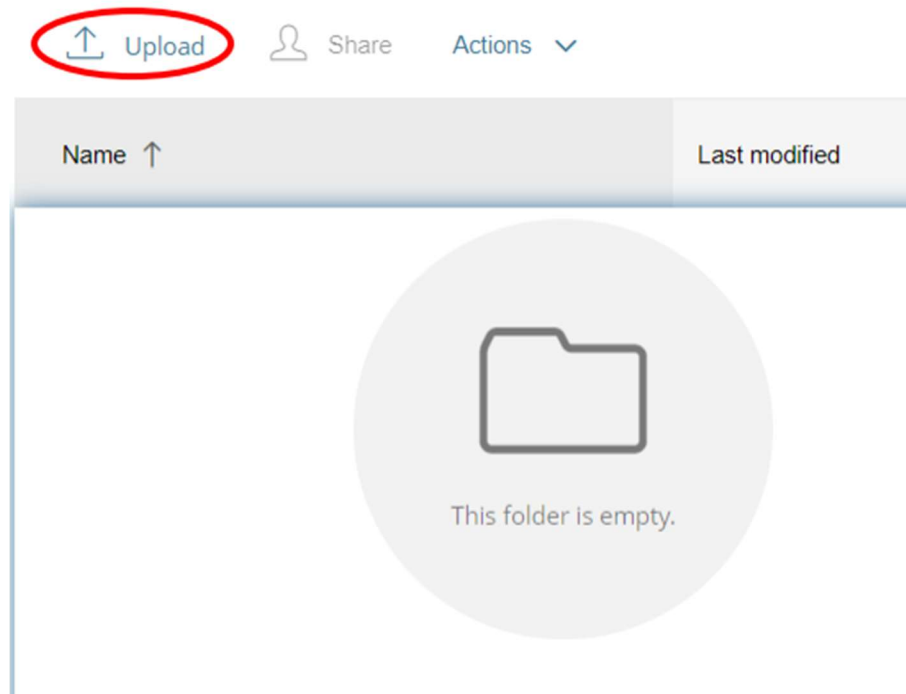
[Forgot your password?](#)

FILE UPLOAD TO FTP

- Within the secure portal click in the file titled “filmapps”.

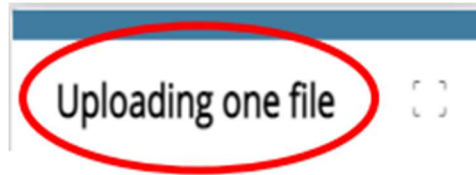


- Files are added to the site by clicking the upload button. Browse to the folder on your computer and select the files to upload.



FILE UPLOAD TO FTP (CONT.)

- 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.



ESD Film Tax Credit Program Online Application – Summary Review

- Effective March 1st, 2016
- First time applicants must learn about Program before completing an application.
- Existing Participants without an active project can go to the website to complete an application for new projects.
- Each project requires a unique 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.

ESD Film Tax Credit Program Contact Information

- User ID and Password for online accounts never expire. If ID and 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 Programs, please visit our websites at <https://esd.ny.gov/new-york-state-film-tax-credit-program-production> <https://esd.ny.gov/new-york-state-film-tax-credit-program-post-production>
- **ADDITIONAL RESOURCES:** <https://esd.ny.gov/industries/tv-and-film>