



**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 ¹ (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 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