

**Digital Media Tax Credit  
Documentation Checklist**

**Items required to be submitted to NJEDA to be considered a complete application. All documents must be included if applicable.**

<b><u>Item</u></b>	<b><u>Included</u></b>	<b><u>Comments</u></b>
1. <b>NJEDA Online Application</b> <a href="https://application.njeda.com/">https://application.njeda.com/</a>		
2. <b>NJEDA Application Fee</b> , payable online.		
3. <b>Tax Clearance Certificate</b> and <b>NJ Business Registration</b>		
<p>4. <b>Detailed Budget:</b> Please provide a digital media content production budget with a breakdown of the following information:</p> <ul style="list-style-type: none"> <li>• Total digital media content production expenses through vendors authorized to do business in NJ</li> <li>• Qualified digital media content production expenses</li> <li>• If applicable, qualified digital media content production expenses that are goods and services purchased through vendors with a primary place of business in Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, or Salem County</li> </ul>		
5. <b>Detailed Project Synopsis</b> – Please submit as an attachment to the application a detailed synopsis of the digital media content project that includes what is being produced.		
6. <b>Timeline &amp; Proposed Shooting Schedule</b> – Please submit as an attachment to the application a detailed timeline of the project that includes: timing of the production/filming, filming locations, and anticipated or actual dates of commencement and completion of total digital media content production expenses.		

7. If project includes Construction related activity, notice regarding <b>Affirmative Action/Prevailing Wage</b> .		
8. <b>Diversity Plan</b> for the hiring of minority persons and women, if applicable.		