



Film & Digital Tax Credit
Documentation Checklist – At Certification

Items required to be submitted to NJEDA to be considered for project certification. All documents must be included if applicable.

<u>Items</u>	<u>Responsibility</u>
FTC/DTC Cost Certification Workbook, including the following Excel schedules as appropriate for your Project: Cost Certification Report, Schedules 1-4	CPA
Payroll Certification	Applicant
WR-30 form for W-2 employees, 1099's and other support for Loan Out Employees	Applicant
Vendor Listing for those Qualified to do business in NJ	CPA
Diversity Plan / Diversity Tracking Sheet	Applicant
Corroboration of principal photography dates – Overall and in NJ	NJ Film Commission
Most recent valid Tax Clearance Certificate	Applicant
CPA AUP Report	CPA
Certification of Non-Default	Applicant
Reality TV Show Certification of Costs (if applicable) – specific explanation how program requirements were met (template upon request)	CPA
Prevailing Wage/Affirmative Action Waiver or Release Letter	Applicant
Film Partner/Film-Lease Partner Entity Worksheet	Applicant
Evidence that the film includes appropriate marketing materials/logo	Applicant