

**Film & Digital Tax Credit
Documentation Checklist**

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

<u>Item</u>	<u>Included</u>	<u>Comments</u>
1. NJEDA Online Application https://application.njeda.com/		
2. NJEDA Application Fee , payable online.		
3. Tax Clearance Certificate – NJEDA requesting agency https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp		
4. Detailed Budget: Using this budget template, please provide a complete itemized budget for the film production. Please note the budget template includes Schedule A – Total Film Production Expenses (All), Schedule B – Total Film Production Expenses from Vendors Authorized to do Business in New Jersey, Schedule C – Qualified Film Production Expenses (ALL), and Schedule D – Expenses for use within the 30-mile radius of Columbus Circle, NYC.		
5. Detailed Project Synopsis – Please submit as an attachment to the application a detailed synopsis of the film project that includes what is being filmed (i.e. film project, digital project, reality TV project), a plot summary, the genre and subject matter, the anticipated film rating (if applicable) and the names of the principals and actors/actresses.		
6. Timeline & Proposed Shooting Schedule (One-Liner) – 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 principal photography and total film production expenses.		
7. Resumes or biographies for the following principal talent currently signed to participate in the project:		

<ul style="list-style-type: none"> • Producer(s) • Director(s) • Principal and major supporting actor(s) and actress(es) • Screenwriter(s) • Cinematographer(s)/Director(s) of Photography • Production Manager 		
<p>8. If project includes Construction related activity, notice regarding Affirmative Action/Prevailing Wage.</p>		
<p>9. Diversity Plan for the hiring of minority persons and women, if applicable.</p>		
<p>10. NJ Location List – Detailed list of NJ shooting locations and if applicable description as it would appear on the One-Liner</p>		
<p>11. Operating Agreement / Bylaws- documents confirming owners/ members / shareholders and authorized representative</p>		
<p>12. Legal Questionnaire – If not on application</p>		
<p>13. Application Certification – If not on application</p>		