

**Applicant Name:**

**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.**

<u>Item</u>	<u>Included</u>	<u>Comments</u>
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> - this must not be expired		
4. <b>Detailed Budget:</b> Please provide a digital media content production budget with a breakdown of the following information: <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>Operating Agreement/bylaws for the applying entity</b> – Please include for the company applying so that we can confirm authorized reps and ownership.		
6. <b>Detailed Project Description</b> – Please submit as an attachment a list of projects included in the application, including information on the specific type of content, how it was distributed and where, and who the audience was for the content.		

7. <b>NJ WR-30</b> (for application year) – Please submit an NJ WR-30 so that we can confirm payroll numbers.		
8. <b>Employee information worksheet</b> – Please submit an employee information worksheet so that we can confirm payroll numbers.		
9. Regardless if project includes Construction related activity, notice regarding <b>Affirmative Action/Prevailing Wage</b> .		
10. <b>Diversity Plan</b> for the hiring of minority persons and women, if applicable.		
11. <b>Legal Questionnaire</b> – if not on application		
12. <b>Application Certification</b> – if not on application		