

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.

Item	Included	Comments
1. NJEDA Online Application https://njeda.powerappsportals.us/en-US/digital_media_list/	<input type="checkbox"/>	
2. NJEDA Application Fee, payable online.	<input type="checkbox"/>	
3. Tax Clearance Certificate - this must not be expired https://www-njlib.nj.gov/NJ_PREMIER_EBIZ/jsp/home.jsp	<input type="checkbox"/>	
4. Detailed Budget: Please provide a digital media content production budget with a breakdown of the following information: <ul style="list-style-type: none">• Total digital media content production expenses through vendors authorized to do business in NJ• Qualified digital media content production expenses• 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	<input type="checkbox"/>	
5. Operating Agreement/bylaws for the applying entity – Please include for the company applying so that we can confirm authorized reps and ownership.	<input type="checkbox"/>	
6. Detailed Project Description – 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.	<input type="checkbox"/>	

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

Checklist made as of 12/20/2024

DISCLAIMER: Applicants would be subject to final adoption of new program rules and any additional documents as needed.