

**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://njeda.powerappsportals.us/en-US/ftcp-list/		
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 a project synopsis form which can be found at www.njeda.gov/film		
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. <u>Must match dates on application.</u>		
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 		
8. If project includes Construction related activity, notice regarding Affirmative Action/Prevailing Wage.		
9. Diversity Plan for the hiring of minority persons and women, if applicable.		
10. NJ Location List – Detailed list of NJ shooting locations and if applicable description as it would appear on the One-Liner		
11. Operating Agreement / Bylaws - documents confirming owners/ members / shareholders and authorized representative		
12. Legal Questionnaire – If not on application		
13. Application Certification – If not on application		
14. Excess Above the Line Summary – A summary of all estimated compensation paid to above the line employees or loan outs. This summary should correlate directly to the amount on the budget template		
15. If project is being made by an outside production company on behalf of the studio partner, a document confirming an Agreement with the Studio Partner was made		

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.