

Applicant Name:

**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:		

• 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		

Checklist made as of 3/13/2025

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