

**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.**

<b><u>Item</u></b>	<b><u>Included</u></b>	<b><u>Comments</u></b>
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 – NJEDA requesting agency</b> <a href="https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp">https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp</a>		
4. <b>Detailed Budget:</b> 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. <b>Detailed Project Synopsis</b> – 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. <b>Timeline &amp; Proposed Shooting Schedule (One-Liner)</b> – 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. <b>Resumes or biographies</b> for the following principal talent currently signed to participate in the project:		

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