Empire State Development – Film Tax Credit Program

CPA Inspection Agreed Upon Procedures Checklist

COMPLETE Final Application Checklist

Applicants must complete the project through post-production before submitting a Final Application. A COMPLETE Final Application consists of the documents indicated below:	**Film Production Credit**
	Final
Project Summary	X
Budget Cost Qualifier* (excel templates)	X
Employment Report (excel template)	X
End Credit Requirements (MS Word template)	X
Frame Grab of End Credits	**X**
Daily Production Reports	**X**
Shoot Days Summary (excel template)	X
List of Assets Not Destroyed in Filming	**X**
List of Visual and Digital Effects Companies	**X**
General Ledger (Entire)	**X**
General Ledger Reports (Separate)**	**X**
Cast & Crew List	**X**
New York State Registered Sales Tax Vendor Certification	**X**
Related Party Transaction Documentation	**X**

* *Include BUDGET COST QUALIFIER specific to the film production credit.*
** *For the Film Production Credit – submit separate GL Reports for each qualified cost category on the BUDGET COST QUALIFIER.*
NYC Facility - Qualified Separate G/L Report
NYS Facility - Qualified Separate G/L Report
NYC Location - Qualified Separate G/L Report
NYS Location - Qualified Separate G/L Report

Complete	**Summary of Steps - Agreed Upon Procedures**
☐	1. Confirm that minimum threshold requirements for QPF and location principal photography days have been met
☐	2. Confirm all documentation is complete and accurate for production-related information and expenditures
☐	3. Attach a listing of assets not destroyed in the film production process
☐	4. Attach list of non-qualified costs noted in the expenditure test
☐	5. Attach sampling documentation including the calculation of misstatement % for payroll and non-payroll expenditures
☐	6. Attach related party documentation
☐	7. Attach Qualified Costs Summary with adjustments for disqualified costs, revised total qualified costs and tax credit amount
☐	8. Provide cover letter noting the inclusion of all revised and completed documentation required by the NYS Film Tax Credit Program

Helpful Links:

Sales tax vendor lookup	Film Tax Credit Regulations
NYS Guide to Sales Tax for the Film Industry - Publication 28	APPENDIX A - Glossary of terms
Film Tax Credit Program Website	DGA Minimum Salary Schedule 2013- 2014
Film Tax Credit Guidelines	