



**Empire State  
Development**

# Film Tax Credit Program

Film Production and Post- Production  
Online Application Instructions

# ESD Film Tax Credit Program

## Online Application

### Introduction

- \* ESD has developed a secure online website that provides applicants with an easy and convenient way to submit applications to the Program and 24-hour access to project information from anywhere with an internet connection.

# ESD Film Tax Credit Program Online Application

- \* **Convenience** - Applicants can create an account and complete an application when and where is most convenient for them without having to fill out, print, sign and send paper forms. Applicants can begin an application, step-away and come back to modify their applications multiple times before submitting.
- \* **Digital Signatures and File Transfer Protocol (FTP)** - The use of digital signatures saves time and the new FTP site allows applicants to conveniently upload very large files online to our secure server using an ESD supplied user name and password.

# ESD Film Tax Credit Program

## First Time Applicants

- \* If you are new to the ESD Film Tax Credit Program please visit our website to learn more about the Program requirements and qualifications before attempting to submit an online application.

The website can be found at:

<http://esd.ny.gov/BusinessPrograms/filmCredit.html>

# ESD Film Tax Credit Program

## Existing Participants – Active Project(s)

- \* If you submitted an application prior to March 1 2016 and have an active project(s):
  - \* Your project information has been transferred from our old database to the new online application
  - \* We have created an account on your behalf for each project and will provide you with your login and password.
  - \* Please contact our office via email at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov) to request your account information.

# ESD Film Tax Credit Program Online Application – Effective Date

- \* The online system is effective as of **March 1, 2016**
- \* Applicants submitting an initial application for a new project on or after **March 1, 2016** must use the new online application system.
- \* Applicants that have an approved Initial Application but have not yet submitted a Final Application must use the new online application to do so.

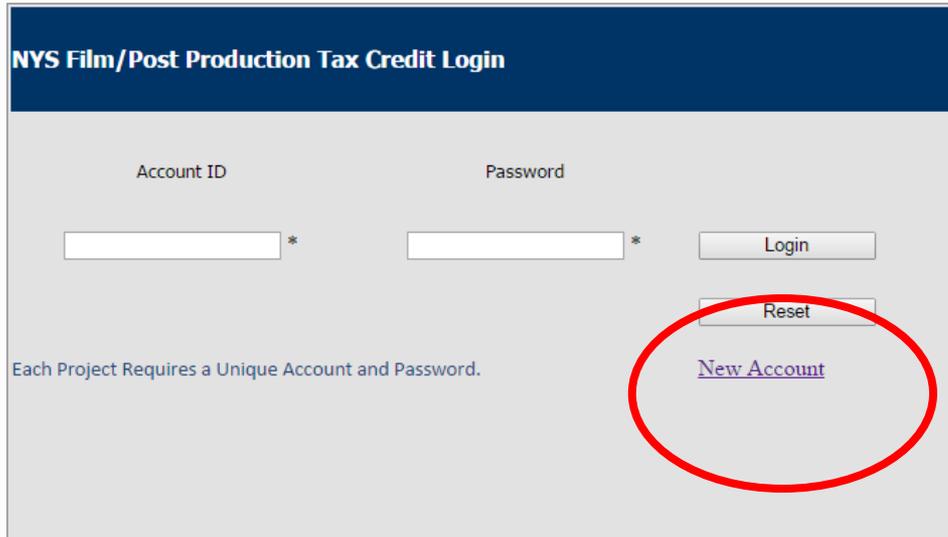
# ESD Film Tax Credit Program Online Application - Registration

- \* Applicants should ensure they meet the eligibility requirements of the Program prior to creating an account. A link to the regulations and instructions are provided here: <http://esd.ny.gov/BusinessPrograms/filmCredit.html>
- \* A unique account ID and password must be created for each new project to enter and use the application system.
- \* Please follow the instructions provided in this document. If you have questions or problems during the process, please call (212)803-2328 or email us at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov)

# Creating an Account or Accessing an existing Account

# Film Production/Post- Production Login Page

## New Account



NYS Film/Post Production Tax Credit Login

Account ID Password

\*  \* Login

Reset

[New Account](#)

Each Project Requires a Unique Account and Password.

The New York State Film Tax Credit and Post -Production Credit Program applications must be submitted on-line at <https://appcenter1.esd.ny.gov/IFilmTaxCredit/>

For new projects, the first step to complete the application is to create an account by selecting “New Account” on the login screen as shown above. The user will then be prompted to create an account and be asked to enter a user ID and Password.

**Do not attempt to reuse Account IDs and Passwords from projects already completed and final applications submitted, as it will overwrite the previously entered information.**

# Account Registration

Account Registration for Film / Post Production Tax Credit Application

To register for a account:

- (1) Select the tax credit program you intend to apply for.
- (2) Fill in your User ID(no space) and Password(no space).
- (3) Click on the Register button.
- (4) If supplied information is correct, an account will be created for you using the User ID and Password, which you will need for login later.

Film Tax Credit    Post Production Tax Credit

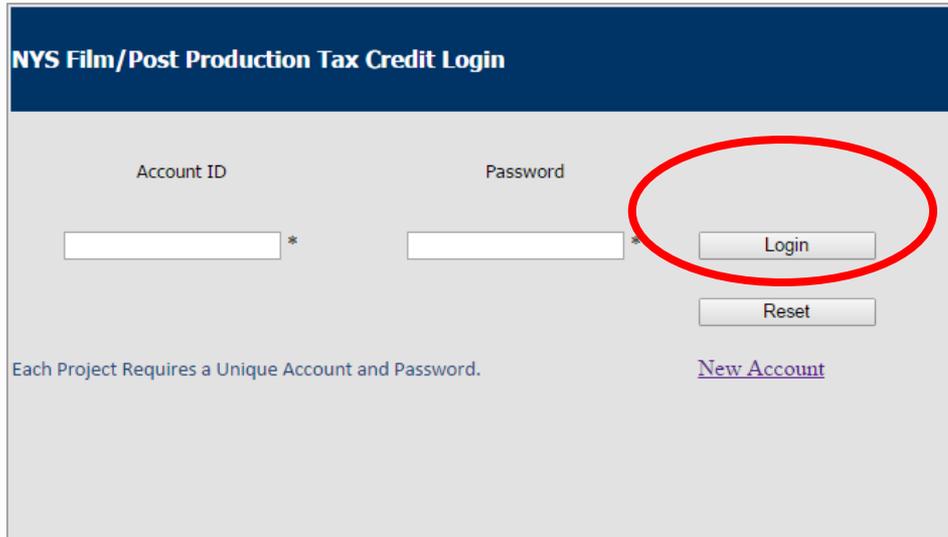
User ID

Password

Creating a new account is easy. Select either Film Tax Credit or Post- Production Tax Credit. Select your account ID and password and you are ready to go.

# Film Production/Post- Production Login Page Existing Account



The screenshot shows a login form with a dark blue header containing the text "NYS Film/Post Production Tax Credit Login". Below the header, there are two input fields: "Account ID" and "Password", each followed by an asterisk. To the right of the "Password" field, the "Login" button is circled in red. Below the "Login" button is a "Reset" button. At the bottom left, there is a note: "Each Project Requires a Unique Account and Password." At the bottom right, there is a link labeled "New Account".

If you have an initial application already approved in the Program and are submitting a final application on or after **March 1, 2016**, you will need the Account ID and Password for the specific project already created by ESD on your behalf.

If you have already contacted ESD and obtained this information, simply enter your Account ID and Password and select Login, otherwise please email us at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov) to obtain your account information.

# Online Application Process



**Governor's Office  
of Motion Picture  
& Television  
Development**

**Film Tax Credit Program Production Credit Project Summary (Initial Application)**

Project Title: \*   
Date Submitted: \*

**SECTION 1: PRODUCTION GENERAL INFORMATION**

1-1 Project Title:

1-2 Type of Production: -- Select --  -- Select --

1-3  
Production Schedule:

- a. Prep Start/End Date: \*
- b. Principal Photography: \*
- c. Additional Principal Photography/2nd Unit:
- d. Post Production: \*
- e. Projected Release/Premiere:

Start	End
<input type="text"/>	<input type="text"/>
<input type="text"/>	n/a

**SECTION 2: APPLICANT & PRODUCTION CONTACT INFORMATION**

**SECTION 3: APPLICANT & PRODUCTION CONTACT INFORMATION**

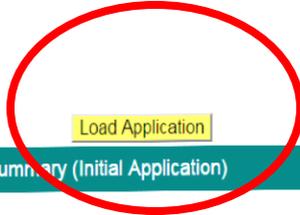
e. Projected Release/Premiere:	<input type="text"/>	n/a
d. Post Production: *	<input type="text"/>	<input type="text"/>
c. Additional Principal Photography/2nd Unit:	<input type="text"/>	<input type="text"/>
b. Principal Photography: *	<input type="text"/>	<input type="text"/>

# FILM TAX CREDIT ONLINE INITIAL/FINAL APPLICATIONS

Applications can be completed at your own pace. **Save frequently** – The online application system will time out after one hour and unsaved changes could be lost.



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of Motion Picture  
& Television  
Development**



Load Application

Film Tax Credit Program Production Credit Project Summary (Initial Application)

Project Title: \*   
Date Submitted: \*

**SECTION 1: PRODUCTION GENERAL INFORMATION**

1-1 Project Title:

1-2 Type of Production: -- Select --  -- Select --

1-3 Production Schedule:

	Start	End
a. Prep Start/End Date: *	<input type="text"/>	<input type="text"/>
b. Principal Photography: *	<input type="text"/>	<input type="text"/>
c. Additional Principal Photography/2nd Unit:	<input type="text"/>	<input type="text"/>
d. Post Production: *	<input type="text"/>	<input type="text"/>
e. Projected Release/Premiere:	<input type="text"/>	n/a

**SECTION 2: APPLICANT & PRODUCTION CONTACT INFORMATION**

**Applicant Contacts**

2-1 Applicant (recipient of tax credit)

# Unfinished Applications

To return to an unfinished application, simply login with the account ID and password and click the “Load Application” button on the top right.

You will be required to update the submission date each time you access the system.

Load was successful



**Film Tax Credit**

Project Title  
Date Submitted

**SECTION 1: PRODUCTION**

1-1 Project Title:  
1-2 Type of Production:  
1-3 Production Schedule:

Start	End
...2015	10/15/2015
10/16/2015	11/10/2015

b. Principal Photography: \*  
c. Additional Principal Photography/2nd Unit

- The page at appcenter1.esd.ny.gov says:
- Date Submitted is a Required field.
  - 2-2 Primary Applicant Email is a Required field.
  - 2-3 Applicant First Name is a Required field.
  - 2-3 Applicant Last Name is a Required field.
  - 2-3 Applicant City is a Required field.
  - 2-3 Applicant State is a Required field.
  - 2-3 Applicant Zip is a Required field.
  - 2-3 Applicant Phone is a Required field.
  - 2-3 Secondary Applicant Email is a Required field.
- Prevent this page from creating additional dialogs.
- OK

Under penalties of perjury, I declare that I have examined the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

Authorized signature: \*

Title: \*

Date: \*

- Date Submitted is a Required field.
- 2-2 Primary Applicant Email is a Required field.
- 2-3 Applicant First Name is a Required field.
- 2-3 Applicant Last Name is a Required field.
- 2-3 Applicant City is a Required field.
- 2-3 Applicant State is a Required field.
- 2-3 Applicant Zip is a Required field.
- 2-3 Applicant Phone is a Required field.
- 2-3 Secondary Applicant Email is a Required field.

# Submitting an Application

When all required sections have been completed, the user may submit the application by clicking on "Submit" at the bottom of the application page.

The application will not be submitted until all required sections have been completed.

Incomplete required fields will be noted at the top and bottom of the application for further review.

**Thank you for filling out the NYS Film Tax Credit Application.**

**We have received your submission and will respond to you within 24 hours with secure file upload instructions.**

**For urgent questions please contact the Film Tax Credit Program at (212) 803-2328 or via email at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov).**

**To return to the previous page [click here](#)**

## Successful Submission

When an application has been successfully submitted, applicants will see this confirmation page.

# Next Steps

- \* After submission, the primary contact listed on the Initial Application receives an email from DocuSign. This email contains a link to the completed Initial Application where the primary contact will affix his/her electronic signature. Please confirm that email addresses are accurate prior to submission.
- \* Applicants will submit an Online Application for ESD review and approval. Based on ESD feedback, applicants may be required to correct or modify the saved online application and resubmit the complete document as part of their “Complete application”. This assures that the applicant is aware of and agrees to any modifications found by ESD during an application review.

Load was successful!



## Governor's Office of Motion Picture & Television Development

Load Application

### Film Tax Credit Program Production Credit Summary (Final Application)

Project Title: \* film test

Date Submitted: \*

#### SECTION 1: PRODUCTION GENERAL INFORMATION

1-1 Project Title: film test

1-2 Type of Production:

Level 1

Television Series

1-3  
Production Schedule:

a. Prep Start/End Date: \*

b. Principal Photography: \*

c. Additional Principal Photography/2nd Unit:

d. Post Production: \*

e. Projected Release/Premiere:

Start	End
11/1/2015	11/3/2015
11/8/2015	11/10/2015
11/11/2015	11/13/2015
11/15/2015	11/18/2015
12/15/2015	n/a

#### SECTION 2: APPLICANT & PRODUCTION CONTACT INFORMATION

##### Applicant Contacts

2-1 Applicant (recipient of tax credit)

# FILM TAX CREDIT FINAL APPLICATION

Once an Initial Application has been approved and applicants are returning to complete a final application, an applicant can log back into the application system and many fields within the Final Application will be auto filled with information provided in the Initial application.

Login with the project account ID and password and click the “Load Application” button on the top right.

If you do not have the project account ID and Password, please call (212)803-2328 or email us at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov)

# Key Points

- \* The online application system times out after one hour. **SAVE OFTEN.**
- \* Required fields must contain information for the document to submit. A response of “o” is acceptable.
- \* Each time an application is submitted, the document will be sent to the Primary contact listed on the application via DocuSign for an electronic signature. **PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.**

Applying Digital Signatures

DocuSign

# Authorized Signers

The authorized signer of both the Film Tax Credit Application and the Post Production Application is the Primary Contact.

---

## 2-2 Applicant's Primary Contact (authorized signer of this application)

First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
Address: *	<input type="text"/>		
City: *	<input type="text"/>	State: * New York ▼	Zip: * <input type="text"/>
Phone: *	<input type="text"/>	Email: *	<input type="text"/>

---

## 2-3 Applicant's Secondary Contact (Authorized signer of this application. Primary and secondary contacts cannot be the same person)

First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>
Address: *	<input type="text"/>		
City: *	<input type="text"/>	State: * New York ▼	Zip: * <input type="text"/>
Phone: *	<input type="text"/>	Email: *	<input type="text"/>

---

# Applying Digital Signatures

**Every time** an application is submitted, an email is sent to the authorized signer.

Please confirm that the application is complete prior to submitting.

DocuSign



Empire State Development Film Tax Credit Program  
sent you a document to review and sign.

**REVIEW DOCUMENT**

Empire State Development Film Tax Credit Program  
[filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov)

Please review and sign the attached copy.

Do Not Share This Email



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2. New York Governor's Office of Motion Picture & Television Development



3. Submit with the final application a frame grab from the production's End Credit Sequence

It is hereby acknowledged and agreed that the credits as they appear above will be included in the end credits of the project entitled:\*

film test

. If this project is a pilot and becomes the first episode of a series, frame grab and acknowledgement will be submitted when the first episode of the series has been completed.

Applicant signature:\* wile E Coyote

Title:\* The Coyote

Date:\* 12/15/2015



Next



# DocuSign

Click on the box marked "Sign Here" this will apply the digital signature of the authorized signer. Once the application has been signed, DocuSign will send the applicant and ESD a completed copy of the application including signatures.

Once the digital signature has been applied, click “confirm signing” and the signature process is complete.

Subject: Please DocuSign this document: NYS Film Tax Credit Program Production Credit (Final Application)

DocuSign

12 of 12 100% Download Print More

The project entitled:  
film test

. If this project is a pilot and becomes the first episode of a series, frame grab and acknowledgement will be submitted when the first episode of the series has been completed.

Applicant signature:\* wile E Coyote

Title:\* The Coyote

Date:\* 12/15/2015

DocuSigned by:  
ADMIRAL Robinson  
BF2AD64465B24E7...

Confirm Signing

All required fields complete.

You will have an opportunity to save your copy on the next screen.  
Click "Confirm Signing" when you are ready.

# REMEMBER

- \* Each time an application is submitted, the document will be sent to the authorized signer listed on the application via DocuSign for an electronic signature.
- \* **PLEASE SUBMIT ONLY COMPLETE APPLICATIONS FOR SIGNATURE.**

# Secure File Upload

# Additional Application Materials

- \* When submitting an online application for either the Film Production Credit or Post- Production Credit, additional required materials must be submitted in order for your application to be deemed complete.
- \* Please go to <http://esd.ny.gov/BusinessPrograms/filmCredit.html> for file templates of the required forms.

# Additional Application Materials

	Film Production Credit		Post-Production Credit	
	Initial	Final	Initial	Final
<b>Project Summary</b>	X	X	X	X
<b>Budget Cost Qualifier*</b> (excel templates)	X	X	X	X
<b>Employment Report</b> (excel template)		X		X
<b>End Credit Requirements</b> (MS Word template)		X		X
<b>Daily Production Reports</b>		X		
<b>Shoot Days Summary</b> (excel template)		X		
<b>Production Budget</b> (including post)	X			
<b>Production Budget - Top sheet only</b>			X	
<b>Post Production Budget</b>			X	
<b>General Ledger</b> (Entire)		X		
<b>General Ledger Reports</b> (Separate)**		X		X
<b>Cast &amp; Crew List</b>		X		
<b>Retained Asset Report</b> (excel template)		X		
<b>Related Party Transaction Report</b> (excel template)		X		

\* There are separate BUDGET COST QUALIFIERS specific to the film production credit and the postproduction credit.

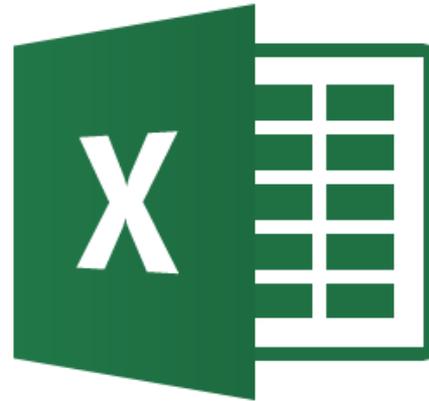
\*\*For the Film Production Credit - submit separate GL Reports for each qualified cost category on the BUDGET COST QUALIFIER.

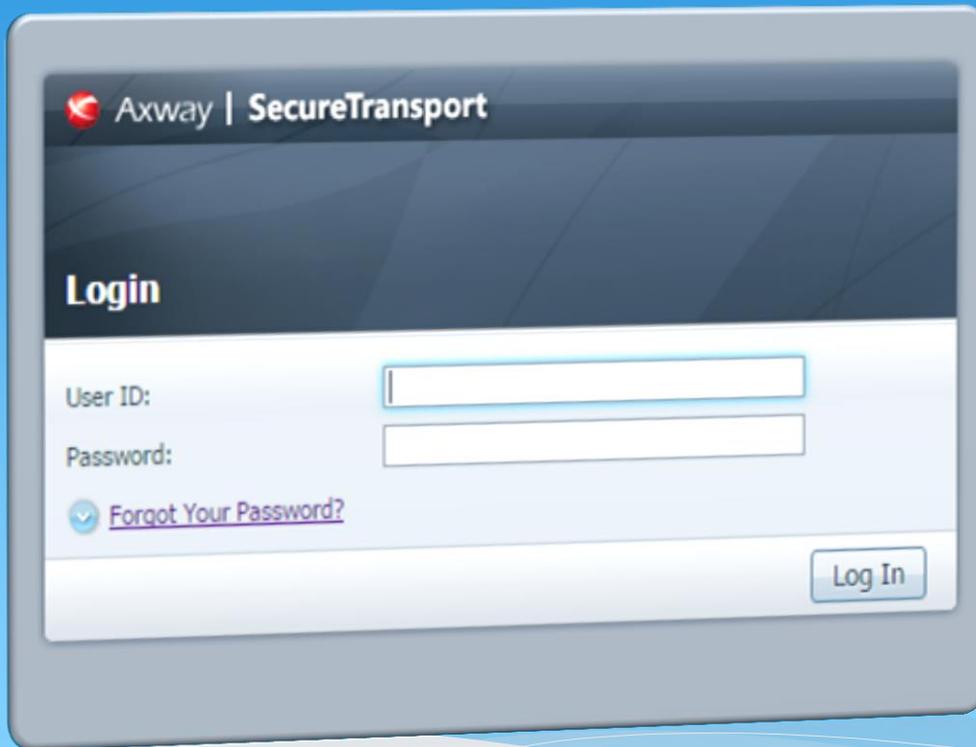
For the Post Production Credit - Submit separate GL Reports for each qualified and nonqualified cost category on the BUDGET COST QUALIFIER

# Naming Convention for Electronic Submissions

Example of preferred file naming:

- \* ProjectName\_Item\_Date
- \* Movie123\_GLEntire\_121515



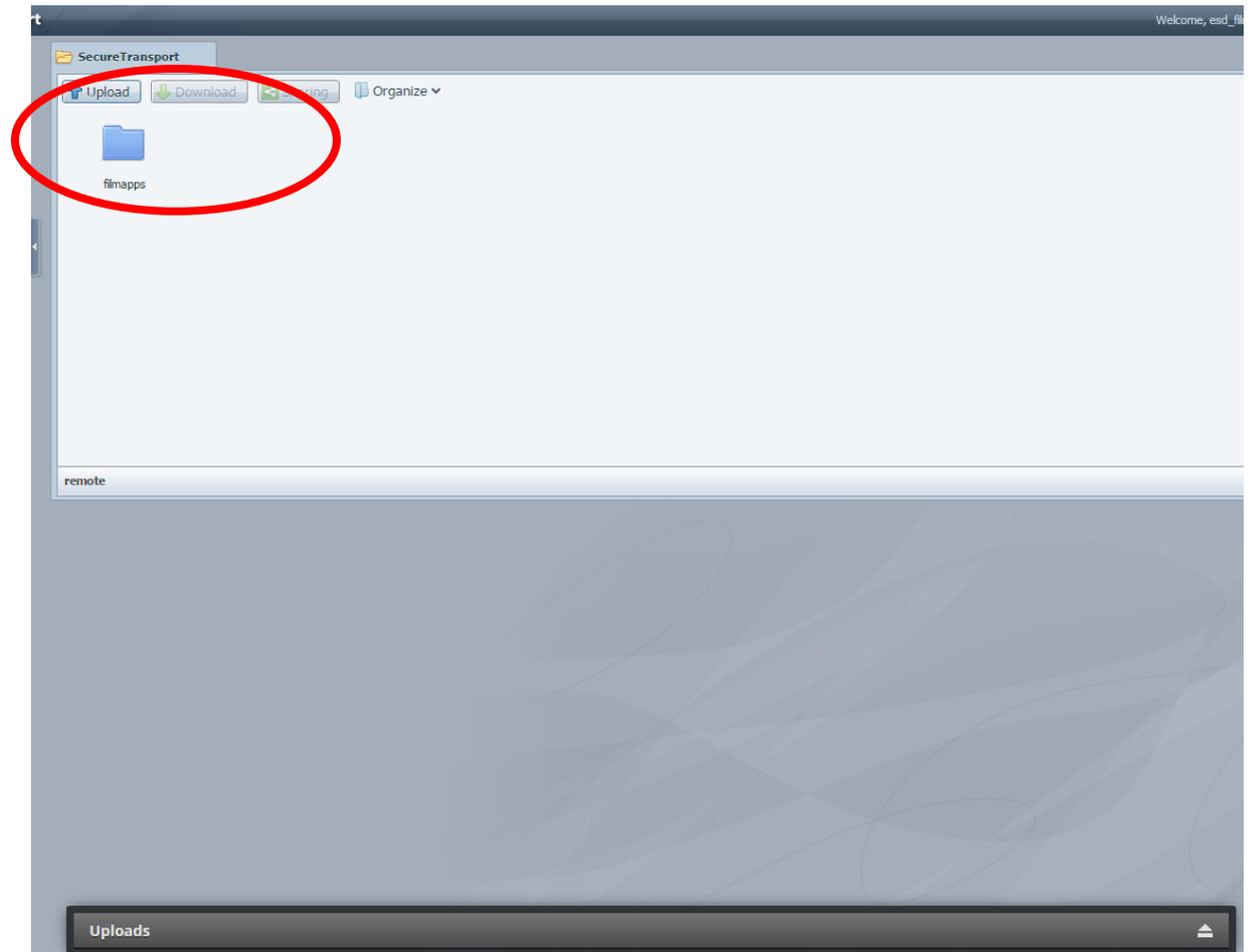


## Securely Uploading Files

After submission of the online application, ESD will contact you to confirm receipt of the application and provide you with a login ID and password to access a secure file transfer portal.

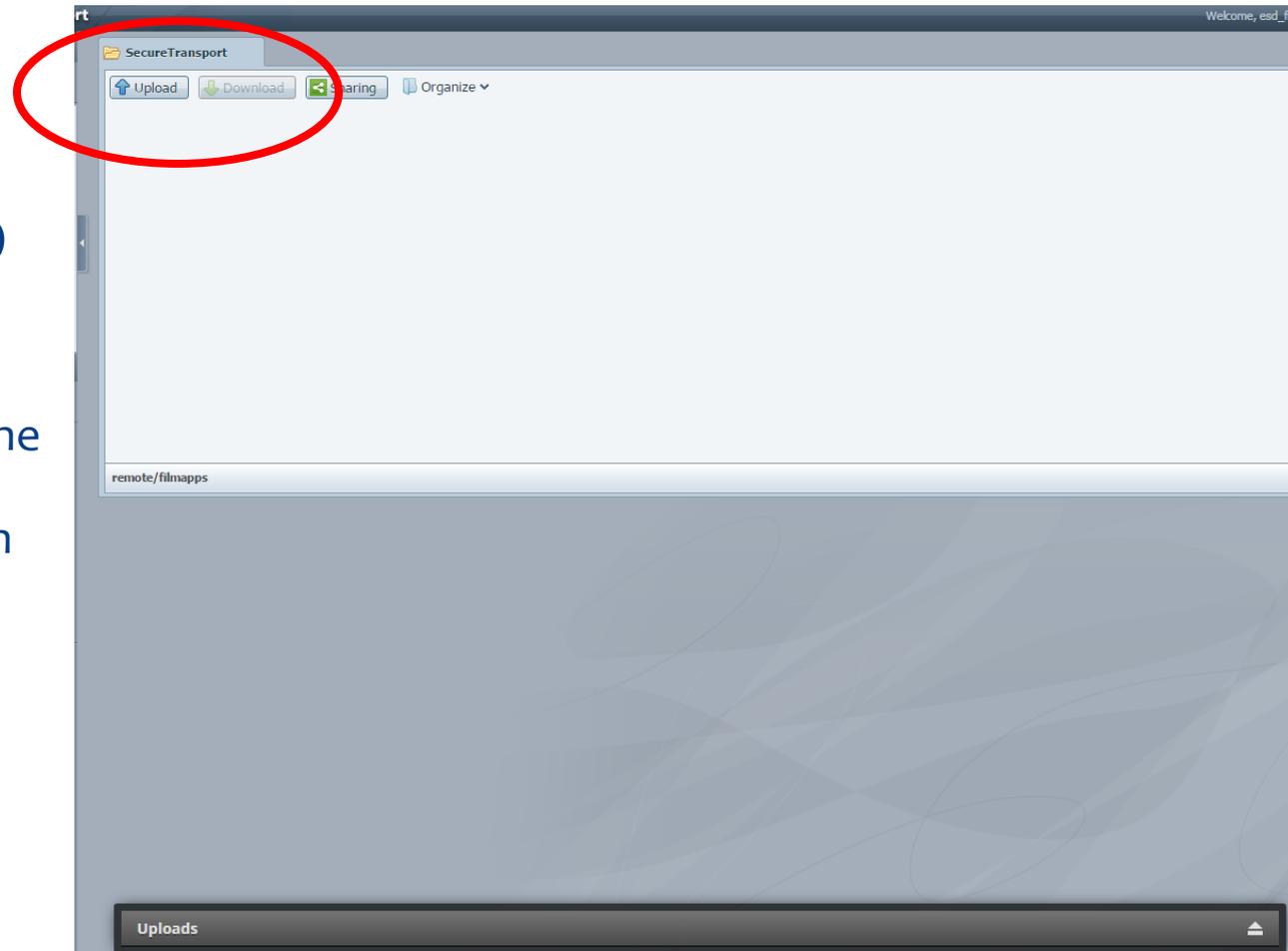
# FILE UPLOAD TO FTP

Within the secure portal click in the file titled “filmapps”.



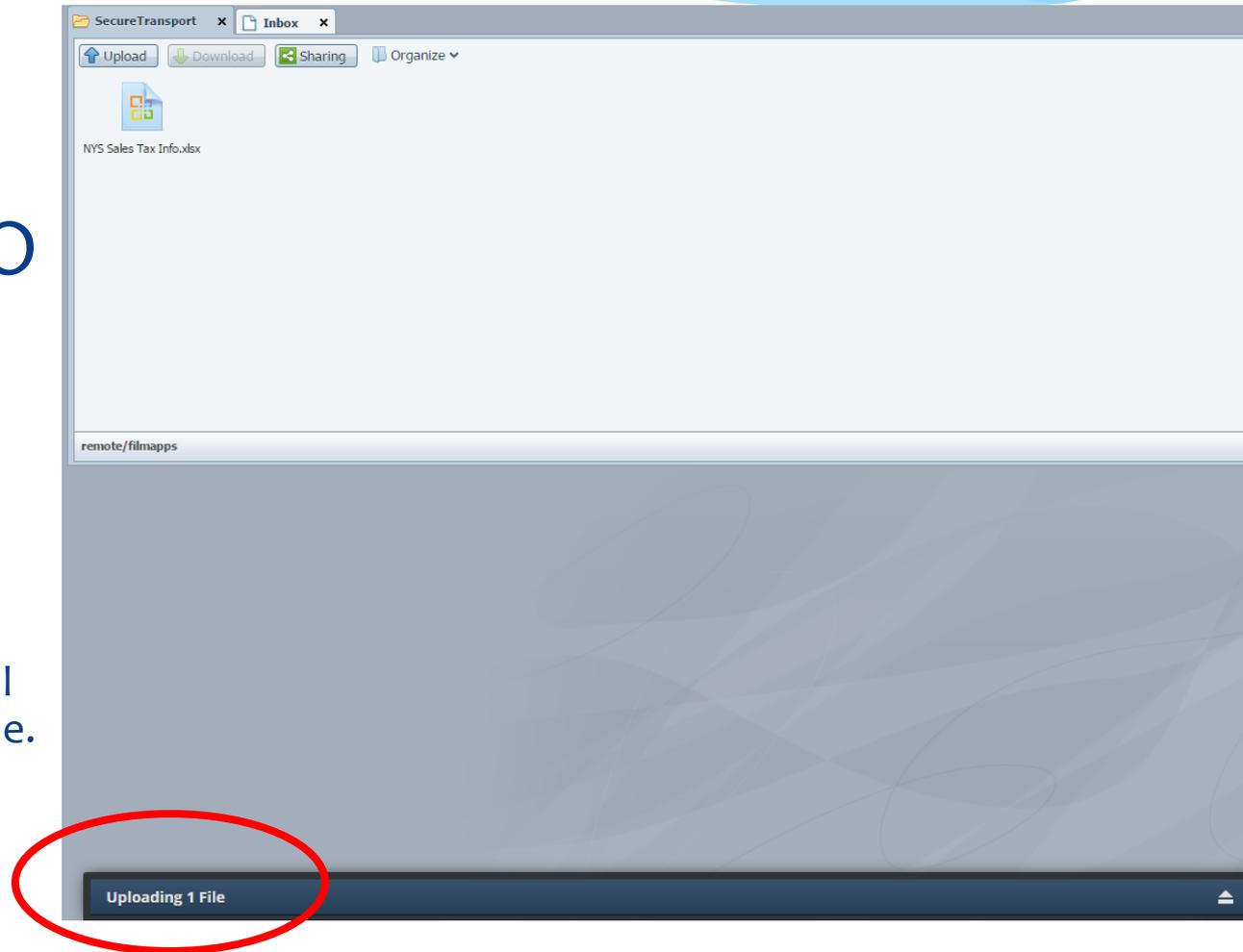
# FILE UPLOAD TO FTP

Files may be added to the site by clicking the Upload button. You can search for files on your computer or you may drag and drop files into the portal.



# FILE UPLOAD TO FTP

The files will appear very briefly in the window above while the file is uploading. Once the file is uploaded, the file will no longer be viewable.





**Empire State  
Development**

# Film Tax Credit Program

Film Production and Post -Production Application  
Instructions for online system

SUMMARY REVIEW

# ESD Film Tax Credit Program Online Application – Summary Review

- \* Effective **March 1, 2016**
- \* First time applicants must learn about the Program before completing an application.
- \* Existing participants without an active project can go to the website to complete an application for new projects.
- \* Existing participants that previously filed an Initial Application via paper must contact ESD to obtain an account ID and password that was created on your behalf .
- \* Each project requires a unique account ID and password.
- \* Once an application is accepted, ESD will contact you to confirm receipt of the application and provide you with a login ID and password to access a secure file transfer portal.
- \* Additional application materials must be uploaded to the secure FTP before an application is deemed complete.

# ESD Film Tax Credit Program Contact Information

- \* User ID and Passwords for online accounts never expire. If ID or Password is lost, please contact our office at (212) 803-2328 or via email at [filmcredits@esd.ny.gov](mailto:filmcredits@esd.ny.gov).
- \* If you need to learn more about the Program, please visit our website at <http://esd.ny.gov/BusinessPrograms/filmCredit.html>
- \* **ADDITIONAL RESOURCES:** [www.nylovesfilm.com](http://www.nylovesfilm.com)