



California Film & Television Tax Credit Program 2.0

APPLICATION CHECKLIST

Important: Please carefully review Guidelines and Budget/Tagging Instructions regarding this list. All applicants should prepare items listed below prior to submitting an application. If your project is selected you will have only 3 days to submit all documents listed below. PREPARE IN ADVANCE.

APPLICATION - PHASE II REQUIRED DOCUMENTS

All required materials must be uploaded via the on-line application portal.

- 1 **Budget** - in an industry standard budgeting format containing **QUALIFIED EXPENDITURES ONLY**
- 2 **One-line shooting schedule** - with scene descriptions (Production Board or Production Calendar for TV Series)
- 3 **Screenplay** - Electronic PDF file
- 4 **Financing "backup" documents** - evidencing at least 60% of the financing for the total production budget (e.g. bank or brokerage statements, commitment letters)
- 5 **Detailed Narrative Statement** - provide written statement on letterhead which describes the extent to which the credit is expected to influence the choice of filming location. List other locales under consideration.
- 6 **Relocation Statement** - applicable only for Relocating TV Series applicants. If submitting Relocating Statement, do not submit Detailed Narrative Statement.
- 7 **Pick-up Order** - indicate number of episodes (for TV series applicants only)

Independent Applicants must also provide:

(Applicants that are a partnership or single member LLC and that are not more than 25% owned by a publicly traded company)

- 8 **Financial information**, if available, including but not limited to the most recently produced balance sheets, annual statements of profits and losses, audited or unaudited financial statements, summary budget projections or results. *This information is not subject to public disclosure* . - Electronic PDF file
- 9 The names of **all partners in a partnership** or names of all members of a limited liability company (classified as a partnership not publicly traded for California income tax purposes). *This information is not subject to public disclosure* . - Electronic PDF file

Non-independent applicants must also provide:

(Applicants that are publicly traded companies or affiliates of publicly traded companies)

- 8 A listing of all members of the applicant's most recently filed **California combined reporting group** and any members to which the credit is assigned. - Electronic PDF file
- 9 If readily available, a **listing of all the states, provinces or other jurisdictions** in which any of those members finance motion picture productions. - Electronic PDF file

Failure to provide the requested documentation will result in removal from the waitlist