After completing Phase IV on the Portal, ALL documents listed below must be submitted. Unless otherwise specified, the files should be submitted electronically via a secured link to the California Film Commission, along with an email notification to IncentiveProgram3@film.ca.gov.

Please carefully review the Program Guidelines regarding these requirements.

- Expenditure Summary Report
- Agreed Upon Procedures See Final Checklist AUP for detailed information.
- Certificate of Copyright Registration TV Series: Only one episode is required.
- Final Element Creation Letter
- Local Community Expenditure Report (If applicable)
- Career Readiness Verification Form
- Cast List
- Crew List
- Main and End Title final "Checker" or Credit Roll TV Series: required for each episode.
- CFC Logo and End Credit Acknowledgement
  "The State of California and The California Film Commission"
- Five (5) Production Stills
- Copy of Script Supervisor's Lined Script or Spotting/Continuity
  TV Series: Submit episodes 2 and 5.
- Verification of Distribution Mini-Series only.
- Asset Lists
- In-State Work Verification Letters
- Payroll Representative Letter
- Related Party Disclosure List
- LAO Documents If no change, use template from CFC website.

<table>
<thead>
<tr>
<th>Independents</th>
<th>Non-Independents</th>
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</thead>
<tbody>
<tr>
<td>○ Financial Backup Documents</td>
<td>○ List of Locales (past 12 months)</td>
</tr>
<tr>
<td>○ List of Partner(s)</td>
<td>○ Combined Reporting Group</td>
</tr>
<tr>
<td>○ Detailed Narrative Statement</td>
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</tr>
</tbody>
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Failure to provide the requested documentation may result in loss of the credit.