



## California Film & Television Tax Credit Program 3.0

### FINAL DOCUMENTATION CHECKLIST

After completing Phase IV on the Portal, you must upload ALL the documents listed below. The Expenditure Summary report must be printed, and the PDF signed by applicant prior to uploading.

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.

#### **Independents**

- Financial Backup Documents
- List of Partner(s)
- Detailed Narrative Statement

#### **Non-Independents**

- List of Locales (past 12 months)
- Combined Reporting Group
- Detailed Narrative Statement

**Failure to provide the requested documentation may result in loss of the credit.**