



California Film & Television Tax Credit Program 2.0

FINAL DOCUMENTATION CHECKLIST

After completing Phase IV on the Portal, you must submit ALL of the documents listed below.

Unless otherwise specified, they should be submitted in both ELECTRONIC (on a FLASH DRIVE) and HARD COPY formats. Paper copies must be placed in a binder with TABS for the documents noted in **RED** below. In absence of any exhibit, please include a "N/A" page behind the tab.

Packet, along with the Flash Drive, must be delivered to the CFC.

Please carefully review the Guidelines regarding these requirements.

DIGITAL DOCUMENTATION CHECKLIST - SUPPLIED BY APPLICANT

- LAO DOCS - Must either be updated, or designated (on letterhead, or via email) as "no change from application"
 - Independents**
 - Financial "Backup" Documents
 - List of Partners
 - Detailed narrative statement
 - Non-Indies**
 - List of locales (past 12 months)
 - Combined reporting group (Schedule R)
 - Detailed narrative statement
- CALL SHEETS and PRODUCTION REPORTS (Unless already submitted to CFC)
 - First day's call sheet
 - First post-hiatus call sheet (if applicable)
 - All production reports
- Final Cast List Final Crew List Final Vendor List
- Main and End Title final "checker" (a PDF) or credit roll (QuickTime or similar format) (For TV - required for EACH episode)
- CFC Logo and End Credit Acknowledgement - "The State of California and The California Film Commission" (screen shot) (For TV - required for episodes 2 and 5)
- 5 Production Stills, with cast approvals, cleared for CFC usage (JPG files)
- Copy of Script Supervisor's Lined Script; (For TV - scripts required for episodes 2 and 5.)

BOTH DIGITAL AND HARD COPY DOCUMENTATION - SUPPLIED BY APPLICANT

- Form F - Expenditure Summary Report** - Print generated report from Phase IV of the online Portal and submit with signature of the Applicant.
- Exhibit H - Applicant Representative Verification Letter** ("Rep Letter") (on letterhead, signed) Must include verification that
 - 1) All related parties have been disclosed
 - 2) All insurance claims related to Qualified Expenditures have been credited in cost report, if applicable
- Exhibit J - Verification Forms** (on CFC website) for in-state work for visual effects, titles, post-sound, digital effects (on letterhead, signed)
- Exhibit K - Final Element Creation Letter** (on CFC website) evidencing the date that the final element was completed (on letterhead, signed)
- Exhibit L - Payroll Representative Letter** verifying that there are no outstanding invoices (on letterhead, signed)

- Certificate of Copyright Registration** of the screenplay, pilot, television series, mini-series or television movie
- Local Community Expenditure Report** - Completed online (Portal, Phase IV), for EACH county outside of Los Angeles with spend of \$100,000 or more
- Career Readiness Verification Form** (on CFC website) (On letterhead, signed)
 - 1) approved participation with a school or career-based training program OR
 - 2) financial contribution, with proof of payment.
- Verification of Distribution:** Documentation evidencing initial distribution on television or via internet transmission:
 - MOW: was exhibited in one part, with a minimum running time of 75 program-minutes
 - Limited Series: consisted of 2 or more episodes, with a total running time of at least 150 program-minutes
 - Live Broadcast Features: proof of online streaming video, prior to or on the same date as live TV broadcast.

(Theatrical Features - not applicable)

BOTH DIGITAL AND HARD COPY DOCUMENTATION CHECKLIST - GENERATED BY CPA

AGREED UPON PROCEDURES

Prepared by independent, licensed CPA firm

- Exhibit A1, A2, or A3 - Qualified Expenditures**
- Exhibit B - Jobs Ratio**
- Exhibit C - List of Noted Exceptions (Non-Payroll)** (Digital only)
- Exhibit D - Listing of Assets** (Digital only)
 - Assets over \$10,000
 - Digital Assets over \$250
- Exhibit E - List of Noted Exceptions (Payroll)** (Digital only)
- Exhibit G - All Related Party transactions with noted exceptions** (Digital only)

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

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