



California Film & Television Tax Credit Program 4.0

FINAL DOCUMENTATION CHECKLIST

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 IncentiveProgram4@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: May submit any two separate episodes.
- ☐ **Verification of Distribution** Mini-Series/Limited-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**
 - Detailed Narrative Statement
 - Non-Independents**
 - Detailed Narrative Statement
- ☐ **Final Safety Evaluation Report**

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