



## California Film & Television Tax Credit Program 4.0

### FINAL DOCUMENTATION CHECKLIST with AUP REQUIREMENTS

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](mailto:IncentiveProgram4@film.ca.gov). Please carefully review the Program Guidelines regarding these requirements.

#### DOCUMENTATION CHECKLIST

<input type="checkbox"/>	<b>Call Sheets and Production Reports</b> (Unless already submitted to CFC) <ul style="list-style-type: none"> <li>○ First Day's Call Sheet</li> <li>○ First Post-Hiatus Call Sheet (If applicable)</li> <li>○ All Final Production Reports</li> </ul>				
<input type="checkbox"/>	<b>Cast Lists</b>				
<input type="checkbox"/>	<b>Crew List</b>				
<input type="checkbox"/>	<b>Main and End Title final "checker"</b> (a PDF) or credit roll (QuickTime or similar format) (For TV - required for EACH episode)				
<input type="checkbox"/>	<b>CFC Logo and End Credit Acknowledgement</b> - "The State of California and The California Film Commission" (screen shot)				
<input type="checkbox"/>	<b>Five (5) Production Stills</b> with cast approvals, cleared for CFC usage (JPG files)				
<input type="checkbox"/>	<b>Copy of Script Supervisor's Lined Script or Spotting/Continuity</b> ; For TV - Episodes 2 & 5)				
<input type="checkbox"/>	<b>Certificate of Copyright Registration</b> (for television series, only One episode is required)				
<input type="checkbox"/>	<b>Verification of Distribution</b> - For Mini-Series only.				
<input type="checkbox"/>	<b>LAO Documents</b> - Must either be updated, or designated as "no change from application" (on letterhead) <table border="0"> <tr> <td>Independents</td> <td>Non-Independents</td> </tr> <tr> <td>○ Detailed Narrative Statement</td> <td>○ Detailed Narrative Statement (Except Recurring TV)</td> </tr> </table>	Independents	Non-Independents	○ Detailed Narrative Statement	○ Detailed Narrative Statement (Except Recurring TV)
Independents	Non-Independents				
○ Detailed Narrative Statement	○ Detailed Narrative Statement (Except Recurring TV)				
<input type="checkbox"/>	<b>Local Community Expenditure Report</b> - To be completed online (Portal, Phase IV), for EACH county outside of Los Angeles with spend of \$100,000 or more. For counties under \$100,000 spend, the Payroll Portion only must be completed to qualify for Local Hire Labor uplift.				
<input type="checkbox"/>	<b>Expenditure Summary Report</b> Generated on CFC Portal – Signed by Applicant				
<input type="checkbox"/>	<b>Agreed Upon Procedures Report</b> Generated by Auditor				
<input type="checkbox"/>	Exhibit 1 <b>Qualified Expenditures</b> Generated by Auditor				
<input type="checkbox"/>	Exhibit 2 <b>Jobs Ratio Comparison</b>				
<input type="checkbox"/>	Exhibit A <b>Final Element Creation Letter</b> evidencing the date that the final element was completed (on letterhead, signed) [template available on CFC website]				
<input type="checkbox"/>	Exhibit B <b>Career Readiness Verification Form</b> (Signed) [template available on CFC website] <ul style="list-style-type: none"> <li>○ Verification form of Approved Participation with a school or career-based training program OR</li> <li>○ Financial Contribution Verification Form, with Donation Receipt as proof of payment</li> </ul>				

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<input type="checkbox"/>	Exhibit C	<b>Pilot Skills Training Program</b> - Copy of receipt and verification <ul style="list-style-type: none"> <li>○ Copy of Receipt</li> <li>○ Verification Form</li> </ul>
<input type="checkbox"/>	Exhibit D	<b>Assets</b> <ul style="list-style-type: none"> <li>○ List of Assets over \$10,000</li> <li>○ List of Electronic Assets over \$250</li> <li>○ Exceptions and Adjustments</li> </ul>
<input type="checkbox"/>	Exhibit E	<b>List of Noted Non-Payroll Exceptions</b>
<input type="checkbox"/>	Exhibit F	<b>Representative Verification Letter</b> (on letterhead, signed). Must include verification that <ul style="list-style-type: none"> <li>○ All related parties have been disclosed</li> <li>○ All insurance claims related to Qualified Expenditures have been credited in cost report, if applicable</li> <li>○ All outstanding purchase orders and all invoices for Qualified Expenditures have been paid</li> <li>○ All worldwide visual effects expenditures have been disclosed.</li> <li>○ Completion Bond expenditures are reported net after rebate (if applicable)</li> </ul>
<input type="checkbox"/>	Exhibit G	<b>Verification Letters</b> for in-state work for visual effects, titles, post-sound, digital effects (on letterhead, signed) [template available on CFC website]
<input type="checkbox"/>	Exhibit H	<b>Payroll Representative Letter</b> verifying that there are no outstanding invoices (on letterhead, signed)
<input type="checkbox"/>	Exhibit J	<b>List of Noted Payroll Exceptions</b>
<input type="checkbox"/>	Exhibit K	<b>List of hyphenates and adjustments</b>
<input type="checkbox"/>	Exhibit L	<b>Summary of Wage exceptions</b> related to Uplift and Bonus Points <ul style="list-style-type: none"> <li>○ Misstatements of ZW (<i>non-indies</i>), LW (<i>non-indies and ALL indies</i>), and MW (<i>non-indies and indies &gt;\$10m</i>)</li> <li>○ Adjustments if over 2%</li> </ul>
<input type="checkbox"/>	Exhibit M	<b>List of Noted NQ Reclassifications</b>
<input type="checkbox"/>	Exhibit N	<b>All Related Party transactions with noted exceptions</b>
<input type="checkbox"/>	Exhibit O	<b>Visual Effects Adjustments and Reclassification</b>
<input type="checkbox"/>	Exhibit P	<b>Summary of OZ Non-wages</b> <ul style="list-style-type: none"> <li>○ Misstatements of ZC and ZE</li> <li>○ Adjustments if over 2%</li> </ul>
<input type="checkbox"/>	Exhibit Q	<b>Uplifts and Bonus Points</b> <ul style="list-style-type: none"> <li>○ ZW, ZE and ZC eligible for uplifts</li> <li>○ LW eligible for Uplift</li> <li>○ VU eligible for Uplift and bonus points (Non-Independents)</li> <li>○ VU eligible for Bonus Points (Independents &amp; Relocating TV)</li> <li>○ MW eligible for Bonus Points (except for indies ≤\$10m)</li> </ul>

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