



California Film & Television Tax Credit Program

CHECKLIST

IMPORTANT: PLEASE CAREFULLY REVIEW GUIDELINES REGARDING THESE REQUIREMENTS

BEFORE PRODUCTION (Must be submitted no less than 30 days prior to principal photography)

- Application Form - CFC Form A (new 6/1/2009)
- Budget of Qualifying Expenditures
- One-line Shooting Schedule, Production Calendar or Production Schedule
(as applicable to production)
- Synopsis of the screenplay, teleplay or series
- Screenplay
- Financing Sources Report - CFC Form B (new 6/1/2009) & support documentation
- Relocation Statement (if applicable)
- Independent Film Declaration - CFC Form C (new 6/1/2009) (if applicable)

DURING PRODUCTION (via E-Mail)

- Call sheet on Day One of Principal Photography
- Final Production Reports (on a weekly basis)
- Monthly Status Report - CFC Form I (new 6/1/2009)
(After initial report, may email CFC if no change in project status)
- Fiscal Year End Expenditure Report - if applicable - CFC Form K (new 6/1/2009)

DOCUMENTS FOR OBTAINING TAX CREDIT CERTIFICATE

- Request for Tax Certificate - CFC Form J (new 6/1/2009)
- Proof of copyright registration of the screenplay or teleplay OR proof of copyright registration of the motion picture, television series or television movie.
- Letter from post production facility certifying completion of final elements
- Expenditure Summary - CFC Form F (new 6/1/2009)
- Cast, Crew, and Vendor Lists - PDF
- Main and end title final "checker" - PDF
- Aggregate Filming Days Summary
- Employment Diversity Report - CFC Form H (new 6/1/2009)
- Certified third party audit utilizing agreed upon procedures
- Local Community Expenditure Report (optional)

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