

## Film Production Tax Credit Program Project Start Certification Form

Production companies that have been issued an Allocation Certificate file this form on the day principal photography begins in Minnesota. Failure to begin the project on time may result in revocation of the Allocation Certificate. In the event that the project is delayed, complete this form to request a 30 day extension or withdraw the project from participation in the program.

### Section I. Business name and identifying information

Production company legal name ("Applicant"): \_\_\_\_\_

DBA/Trade name/Previous name (if any): \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_

Minnesota Tax ID number: \_\_\_\_\_

### Section II. Applicant's authorized representative(s)

Primary:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Secondary:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

### Section III. Project overview at time of application

Title of project: \_\_\_\_\_

Principal photography is anticipated to begin in Minnesota on: \_\_\_\_\_

Principal photography is estimated to end on: \_\_\_\_\_

**Section IV. Project status**

Has principal photography begun in Minnesota?

- Yes (if yes, skip to the Section V)
- No (if no, continue answering questions in Section IV)

Will principal photography begin within 30 days of the agreed upon project start date?

- No (if no, this project will be withdrawn from the program and the Credit Allocation Certificate will be revoked. Skip to Section VII)
- Yes (if yes, continue answering questions in Section IV to request a 30 day extension)

Provide a brief narrative of why the project is delayed:

I understand that only one 30 day extension may be granted and that an extension is at the sole discretion of the Minnesota Department of Employment and Economic Development. In the event that the project does not begin on the amended agreed upon date, the Allocation Certificate will be revoked and those credits will be made available to new applicants. You may reapply for a new Allocation Certificate by submitting a new application; that application will not be given additional priority. Applications are accepted on a rolling basis, and allocations are made on a first-come, first-served basis.

- Yes, I understand

If granted an extension, principal photography will begin in Minnesota on \_\_\_\_\_.

**Section V. Project start certification**

On what date did principal photography begin in Minnesota? \_\_\_\_\_.

Who is the press contact for local media calls?

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

At the time of application for this project the applicant agreed to submit daily call sheets to Minnesota Film and Television. To comply with this requirement, submit call sheets each day by email to [incentives@mfilmtv.org](mailto:incentives@mfilmtv.org). I certify that [incentives@mfilmtv.org](mailto:incentives@mfilmtv.org) has been added to the daily distribution list.

Yes, I certify I will submit call sheets each day to [incentives@mfilmtv.org](mailto:incentives@mfilmtv.org)

Today's daily call sheet is attached

True

False

**Section VI. Next steps**

Within 30 days of project completion the applicant shall commission an independent Cost Verification Report. The applicant will submit a report prepared by an independent certified public accountant licensed in the state of Minnesota to verify the amount of eligible production costs related to the project. This report shall be prepared in accordance with generally accepted accounting principles and paid for by the applicant. Provide the Cost Verification Report Guide and Final Production and Economic Impact Report to your CPA at time of the engagement.

The production company submits the Cost Verification Report and Final Production and Economic Impact Report within 30 days of the report completion date.

I certify that I have read this section

**Section VII. Business acknowledge and certification**

**Tennessee Warning Notice:** We are requesting data from you to determine if you are eligible for an award under the Film Production Tax Credit Program. You are not required to provide the requested information, but your failure to do so may result in DEED's inability to evaluate your eligibility for an award pursuant to the criteria developed under the program's enabling legislation and rules. The data you provide to us is classified as private or nonpublic data and cannot be shared without your permission, except as specified by statute or court order.

**Data Privacy Notice:** Certain data required by this application is classified as private or nonpublic data under Minn. Stat. § 13.591, subd. 1. Some other data that we collect in this application is classified as private data under Minn. Stat. § 116J.401, subd. 3.

**Data Privacy Acknowledgement:**

1. I have read the above statements and I agree to supply the information requested the Minnesota Department of Employment and Economic Development with full knowledge of the information provided herein; and
2. I certify that all information provided herein is true and accurate, to the best of my knowledge; and
3. I affirm that, as an officer or authorized agent of the business, I have authority to sign this form on behalf of the company.

Printed name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_