

Film Tax Credit Application Checklist

Before Production

(Complete Applications can be submitted no sooner than 90 days prior to the start of principal photography.)

- Film Tax Credit Application (Appendix D) and all required documentation and attachments
- Application fee (.2% (two-tenths) of requested tax credit amount). The application fee does not apply to projects with a total production cost of one million dollars or less. Make check payable to the “Commonwealth of Pennsylvania.”
- Completion of online single application (Appendix F)
- Interview with the Executive Director of Tourism & Film Marketing by telephone or in-person.

Upon Approval

- Return signed Film Tax Credit Contract

During Production

- Monthly Reports (Appendix G) due within five business days after the end of each month.

Upon Completion of Production

- Final Production & Economic Impact Report (Appendix H).
- Final Pennsylvania Vendor/Subcontractors Report and Final Budget Top Sheet (Appendix I and E).
- Final Crew & Cast Form (Appendix J).
- Project Audit for projects in receipt of a Film Tax Credit \$100,000 or greater, or Report on Agreed Upon Procedures for projects with a Film Tax Credit of less than \$100,000.
- Documentation that acknowledgement of the PA Film Office and any applicable Regional Film Office has been included in the end credits including logos. (Appendix B).
- Documentation that all packaging material and hard media contain the PA Film Office logo if applicable.
- Five different high resolution still production photos in a digital format to the PA Film Office before public distribution of the production, with rights cleared for Pennsylvania’s Tourism and Film Offices’ promotional use only.
- Three copies of the full-size poster for the production to the PA Film Office before public distribution of the production. If none are created, two copies of other marketing materials shall be provided.
- One copy of the electronic press kit for the production at the time it is made available to the press, if one is created.
- Placement of a 30-second “visitPA” promotional video on all optical disc formats of a film, unless such placement is prohibited by licensing or other contractual obligations, and such is indicated in writing by an officer of the production company. The 30-second promotional video shall be approved and provided by the Pennsylvania Tourism Office in consultation with the Executive Director of Tourism & Film Marketing.