

**Digital Media Tax Credit
Documentation Checklist**

Items required to be submitted to NJEDA to be considered a complete application. All documents must be included if applicable.

<u>Item</u>	<u>Included</u>	<u>Comments</u>
1. NJEDA Online Application https://application.njeda.com/		
2. NJEDA Application Fee , payable online.		
3. Tax Clearance Certificate and NJ Business Registration		
<p>4. Detailed Budget: Please provide a digital media content production budget with a breakdown of the following information:</p> <ul style="list-style-type: none"> • Total digital media content production expenses through vendors authorized to do business in NJ • Qualified digital media content production expenses • If applicable, qualified digital media content production expenses that are goods and services purchased through vendors with a primary place of business in Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, or Salem County 		
5. Detailed Project Synopsis – Please submit as an attachment to the application a detailed synopsis of the digital media content project that includes what is being produced.		
6. Timeline & Proposed Shooting Schedule – Please submit as an attachment to the application a detailed timeline of the project that includes: timing of the production/filming, filming locations, and anticipated or actual dates of commencement and completion of total digital media content production expenses.		

7. If project includes Construction related activity, notice regarding Affirmative Action/Prevailing Wage .		
8. Diversity Plan for the hiring of minority persons and women, if applicable.		