

Project Start Form

Minnesota Film Production Tax Credit Program

Production companies that have been issued a Tax Credit Allocation Letter must file this form on the day principal photography begins in Minnesota. Failure to begin the project on time may result in revocation of the Tax Credit Allocation Letter. If 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 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☐ No (if no, this project will be withdrawn from the program and the Tax Credit Allocation Letter will be revoked.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 Explore Minnesota Film. In the event that the project does not begin on the amended agreed upon date, the Tax Credit Allocation Letter will be revoked, and those credits will be made available to new applicants. You may reapply for a new Tax Credit Allocation Letter 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? _____
At the time of initial application for this project the applicant agreed to submit daily call sheets.
To comply with this requirement, submit call sheets each day to
MNfilmtaxcredit.emn@state.mn.us.

☐ Yes, I certify I will submit call sheets each day to MNfilmtaxcredit.emn@state.mn.us.

Section VI. Public Relations and Media Information

Who is the press contact for local media calls?

First name: _____ Last name: _____ Title: _____

Phone: _____ Email address: _____

Project Social Media Handle(s): _____

Project Logline:

Featured Minnesota Locations or Businesses:

How many Minnesota Residents do you plan to employ (approx.)?

Above-the-Line: _____

Below-the-Line: _____

Produced by (name and previous credits):

Directed by: (name and previous credits):

Principal Cast (note if Minnesota residents):

Section VII. Next steps

When project is complete, the applicant will notify Explore Minnesota Film. Within 30 days of project completion, the applicant shall commission an independent Cost Verification Report and notify Explore Minnesota Film. The applicant will submit a report prepared by an independent certified public accountant (CPA) 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 the 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 VIII. Business acknowledgment 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 Explore Minnesota Film'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 to Explore Minnesota Film 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: _____