

**Illinois Department of Commerce
and Economic Opportunity**

Illinois Film Tax Credit Application

**30% Tax Credit for productions commencing
on or after January 1, 2009**

**FILM/TELEVISION APPLICATIONS MUST BE RECEIVED BY
DECO
5 BUSINESS DAYS TO SHOOTING**

**COMMERCIAL APPLICATIONS MUST BE RECEIVED 24
HOURS TO SHOOTING**

Part A: Applicant
Title of Project:

Date:

NAME		TITLE	
COMPANY			
ADDRESS		PO BOX / SUITE	
CITY	STATE	ZIP	
TELEPHONE		FACSIMILE NUMBER	
E-MAIL		FEIN #	

CONTACT Production Company Representative		ADDRESS	
TITLE		TELEPHONE	
		E-MAIL	

Part B: Type of Entity and Date of Incorporation or Formation

Type of Entity	
Individual Proprietorship	Partnership
Corporation	Subchapter S Corporation
Limited Liability Company	Other (Describe)

Date of Formation: _____

Part C: Copyright

Is the applicant the owner of the copyright throughout the Illinois production period:

Yes: _____
(Proof of copyright required)

No: _____ (If no, applicant must provide proof of contract with the owner or agent of the copyright to provide services for the production.)

Part D: Project Information

Title of production: _____

Type of production: _____ (Feature Film, TV Movie, episodic television series, commercial, music video, documentary, etc.)

Provide a detailed description of the project (Story line): _____

Length of production: Less than 30 minutes _____ More than 30 minutes _____

Illinois shooting schedule start date: _____

Estimated number of shooting days in Illinois: _____

Total projected budget: \$ _____

Total Estimated Illinois Spend: \$ _____

Total projected budget for Illinois wages: \$ _____

Estimated total number of Illinois residents (employees) to be hired on the accredited production:

- a) Production Office: Number _____
- b) Production Crew - Technical: Number _____
- c) Talent: Number _____
- d) Extras: Number _____

Estimated total number and percentage Illinois minorities and women (employees) to be hired on the accredited production:

- a) Production Office: Percentage _____ Number _____
- b) Production Crew - Technical: Percentage _____ Number _____

- c) Talent: Percentage _____ Number _____
- d) Extras: Percentage _____ Number _____

Part E: Competitive Need

In order to satisfy the competitive need requirement, the applicant must fulfill one of the requirements below **and provide a written statement** with documentary evidence demonstrating that:

- The applicant would have chosen an out-of-state site location had the tax credit not been available;
- The applicant was considering another out-of-state site location;
- The tax credit is the major factor for the applicant’s decision to choose Illinois as its production site location;
- The tax credit is essential to the applicant’s decision to create or retain new jobs in Illinois, or;
- Other

Part F: Diversity Plan

On a separate attachment (labeled “Diversity Plan”), the applicant, in good faith, must describe the **detailed plans** that it will implement when hiring minority persons and females. The diversity plan must also set forth the manner in which it plans to use and hire Illinois vendors who are certified under the State’s Business Enterprise for Minorities, Females, and Persons with Disabilities Act. The applicant must establish specific goals for hiring minorities, and females and work in good faith with various unions and vendors to achieve diversity that represents Illinois’ diverse population. Once the production ends and the tax credit certificate is requested, the applicant must provide the Department with gender and ethnicity data it collected on crew hires, including the number of days each employee worked.

Part G: Economic Impact Data

The applicant agrees that **each quarter that the production operates in Illinois from pre-production through post production**, the applicant will submit economic data regarding the number of jobs created and retained in the areas of Production (Entry Level, Management**, Crew), Talent, Extras, Vendors and Post Production. The data may be

submitted at the end of the quarter. In the case of commercials, the data may be submitted at the end of production.

* Once the Department's secure internet site is launched, applicants can submit the above economic impact data to the Department directly through that site.

** Management is defined as anyone who has supervisory or managerial control over other employees who report to them.

B. Production Costs Spent in Illinois

General categories and amounts (ex. Security, equipment rental, etc.).

C. Post Production Costs Spent in Illinois

Amount spent in Illinois for post production activities.

D. Final Diversity Numbers

The applicant must provide statistical data on minorities and women hired, including the number of days each person worked **at the end of the production**.

E. Number of Hours or Days Worked on an Accredited Production

The applicant must provide statistical data indicating the total number of days or hours Illinois employees worked on an Accredited Production. One day is equivalent to eight (8) hours.

Part H: Training and Education

Does the applicant intend to participate in training, education and recruitment programs that are organized in cooperation with Illinois colleges and universities, labor organizations, and the motion picture industry and are designed to promote and encourage the training and hiring of Illinois residents who represent the diversity of the Illinois population?

Yes: _____ (Please describe said plan on a separate attachment).

No: _____ (Please explain why applicant has chosen not to participate).

Part I: Books and Records

The applicant acknowledges that, with respect to the accredited production and the labor expenditures related thereto, it shall keep its books and records in accordance with generally accepted accounting principles, for a minimum of three (3) years from the date on which the Film Tax Credit is issued. The applicant acknowledges and agrees that all books, records and supporting documents related thereto shall be available for inspection, monitoring or audit by the Department, the Office of Inspector General, the Auditor General of the State of Illinois, or any of their duly authorized representatives. The applicant, further agrees that it will fully cooperate with any of the auditing entities named above. Failure to maintain books, records and supporting

documents shall establish a presumption in favor of the Department or the State of Illinois to revoke the Film Tax Credit, or a portion thereof, awarded under the Film Tax Credit Program for which adequate books, records and supporting documentation are not available to support the Film Tax Credit.

Part J: Applicant Certifications

The applicant certifies that it will comply with all applicable laws and regulations prohibiting discrimination on the basis of race, sex, religion, national origin, age or handicap, including but not limited to the Illinois Human Rights Act (775 ILCS 5/8 *et seq.*), as now or hereinafter amended, and the Equal Employment Clause promulgated pursuant thereto.

Part K: Applicant Tax Certification

The applicant certifies that it is in good standing, authorized to do business in Illinois and has no delinquent tax liabilities due and owing to the State of Illinois. The applicant further authorizes the Department, if it so chooses, to seek a tax clearance letter from the Illinois Department of Revenue and authorizes the Department of Revenue to provide such a letter stating whether the records of the Department show that applicant is in compliance with all tax acts administered by the Illinois Department of Revenue to which applicant is subject.

The applicant also certifies that no tax liens, including but not limited to municipal, county, state or federal liens, have been filed against the entity.

Part L: Credits & Promotional Materials

The Applicant must provide a credit for the Illinois Film Office at the end of production. This credit should include the Illinois Film Office logo, a PDF copy of which shall be provided by the Illinois Film Office, and the words: Illinois Film Office www.IllinoisFilm.biz

If created, the Applicant will provide the Illinois Film Office:

1. Five posters of the type designed for promotion of the finished film should be provided to the Illinois Film Office.
2. A DVD of the finished project shall be provided to the Illinois Film Office.
3. Five production still photos in an electronic format with rights cleared for the Illinois Film Office's promotional use.
4. An electronic press kit shall be provided to the Illinois Film Office.

Commercial Applicants are exempt from these requirements.

Part M: Signature

By signing and dating this application, the undersigned is attesting that the information contained in this application is true and correct. Once the application is submitted to the Department, the undersigned acknowledges that the application becomes the Department's property.

Authorized Representative:

Name and Title: _____
(typed or printed)

Date:

Signature: _____

NOTE: ANY DOCUMENTARY MATERIALS OR DATA MADE AVAILABLE OR RECEIVED BY ANY MEMBER OF A COMMITTEE OR ANY AGENT OR EMPLOYEE OF THE DEPARTMENT SHALL BE DEEMED CONFIDENTIAL AND SHALL NOT BE DEEMED PUBLIC RECORDS TO THE EXTENT THAT THE MATERIALS OR DATA CONSISTS OF TRADE SECRETS, OR COMMERCIAL OR FINANCIAL INFORMATION REGARDING THE OPERATION OF THE BUSINESS CONDUCTED BY THE APPLICANT OR RECIPIENT OF ANY TAX CREDIT UNDER THE FILM TAX CREDIT ACT, IS SUBJECT TO THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT (5 ILCS 140/1 *ET SEQ.*).