

## Wrap Up Checklist

### Minnesota Film Production Tax Credit Program

The Minnesota Film Production Tax Credit Guidelines require the following steps to be completed before a project will be evaluated to receive a Tax Credit Certificate:

#### Required:

- Commission a Cost Verification Report with [MN-licensed CPA](#) within 30 days of project completion and notified Explore Minnesota Film
- Confirm the project has incurred at least \$1M in eligible expense during 12-month period
- Confirm the CPA holds [active Minnesota license](#)
- Submit Cost Verification Report and Final Production and Economic Impact Report to Explore Minnesota Film within 30 days of report completion
- Provide Explore Minnesota Film with additional requested documentation, including but not limited to receipts and/or invoices, proof of payment, including unredacted bank statements, 1099 NECs, contracts or service agreements, and/or any other missing records to resolve any material deficiencies.
- Provide Explore Minnesota Film with proof of Work in Progress (link to rough cut or other visual sample, 20 minutes in length for film/TV/documentary and :20-:30 seconds for commercials)
- Provide Explore Minnesota Film proof of visible display of an approved [static or animated logo](#) that promotes Minnesota within its presentation in the end credit for the life of the project.
- Provide 3-5 production and promotional photos to Explore Minnesota Film that are cleared for use (website, socials, etc.) in perpetuity
- Participate in a postmortem with Explore Minnesota Film

#### Requested

- Provide one 30-second to 2-minute video clip (trailer and/or BTS) cleared for use by Explore Minnesota (website, socials, etc.) in perpetuity
- Provide Explore Minnesota Film one full-size poster for film/project (if applicable)
- Provide Explore Minnesota with an electronic press kit when made available (if applicable)