

Iowa Film, Television and Video Promotion Program Film Checklist

Registered film projects must submit documentation to the Iowa Department of Economic Development (Department) to receive tax credit(s) under the Iowa Film, Television and Video Promotion Program.

This checklist serves as a guide to submitting the documentation needed for review. Submitting the documentation below will help expedite the audit review process. Please note, after receipt, the Department may ask for additional documentation at a later time.

STEP 1. Complete the Form Z Final Budget Expenditure Report

- When completing the Form Z, please follow the format below:

Form Z Acct #	Category	Vendor	Amount
101-02	Story Rights	Joe Smith	100,000
		John Smith	100,000
		TOTAL	200,000

- Include completed schedules for Iowa Cast, Crew, and Vendors, including names, addresses, social security numbers and tax identification numbers. Please note, there are several tabs within the Form Z. See below:

Iowa Film, Television and Video Project Promotion Program FORM Z: Final Budget Expenditure Report						
Iowa Department of Economic Development, Iowa Film Office 200 E. Grand Avenue Des Moines, IA 50309 Phone: 515.725.3124						
8	Date:	Registration Number:				
9	Project Title:					
11	NOTE Costs are Qualified ONLY to the extent attributable to the use of tangible personal property or the performance of services from Iowa-based companies & residents qualify for labor expense.					
13	While every effort has been made to include all probable expenses in the list below, some do not fit neatly into these categories. Please contact the Iowa Film office with any questions prior to submitting this report.					
16	ACCT#	CATEGORY TITLE	Vendor #1	Vendor #2	Vendor #3	Vendor #4
17	101-00 STORY & RIGHTS					
18	101-02	Story Rights	\$0.00	\$0.00	\$0.00	\$0.00
19	101-99	Fringes	\$0.00	\$0.00	\$0.00	\$0.00
20		Subtotal				
21	103-00 WRITING					
22	103-02	Writers	\$0.00	\$0.00	\$0.00	\$0.00
23	103-04	Story Editor	\$0.00	\$0.00	\$0.00	\$0.00
24	103-06	Research	\$0.00	\$0.00	\$0.00	\$0.00
25	103-08	Secretaries	\$0.00	\$0.00	\$0.00	\$0.00
26	103-10	Script Printing	\$0.00	\$0.00	\$0.00	\$0.00
27	103-12	Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
28	103-99	Fringes	\$0.00	\$0.00	\$0.00	\$0.00

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TOTALS | FORM Z | Local Cast | Local Crew | Local Vendors

STEP 2. Compile the following supporting documentation

- Vendor invoices, contracts, and receipts with the date purchased and methods of payment.
 - i. If paid by check, include the check number.
 - ii. If paid by credit card, include the date paid, credit card receipt or credit card statement.
 - iii. Attach a copy of the canceled check or credit card statement

- Bank statements

- Credit card statements

- Payroll records

- Petty cash receipts

- Accounts payable journal. This should include the vendor name, amount paid, invoice number, method of payment, check number, and account number from the Iowa Form Z it was applied to.

STEP 3. Submit the information.

Please submit the documentation listed above via electronically or regular mail to:

Iowa Film Office
Iowa Department of Economic Development
200 E. Grand Avenue
Des Moines, Iowa 50309
film@iowa.gov

Only registered film projects are allowed to submit documentation for department review. A list of registered film projects can be found at: www.iowalifechanging.com/film.

STEP 4. Audit Review.

Once information has been received, the Iowa Department of Economic Development and Revenue will review accordingly. Please note, additional information may be requested at a later time. When the review is complete, the Department will contact you.

For additional information, please contact:
Iowa Film Office
Iowa Department of Economic Development
200 E. Grand Avenue
Des Moines, Iowa 50309
film@iowa.gov
(515) 725-3124