



**WASHINGTON FILMWORKS  
GUIDELINES AND CRITERIA  
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**WASHINGTON FILMWORKS**  
**GUIDELINES AND CRITERIA FOR FUNDING ASSISTANCE**

**INTRODUCTION**

Washington Filmworks (WF) offers funding assistance of up to 30% of total in-state Qualified Expenditures (including labor and talent who are Washington state residents) to commercial, television and feature film productions selected to be funded by WF. In order to qualify for funding assistance, the production company must meet the following in-state spending thresholds:

- \$500,000 Feature Films
- \$300,000 Television
- \$150,000 Commercials

Financial contributions to WF raised by the tax credit mechanism in 2SSB 6558 are capped at \$3.5 million per calendar year.

For more details about funding assistance through WF refer to 2SSB 6558 and the WF website ([www.washingtonfilmworks.org](http://www.washingtonfilmworks.org))

**APPLICATION**

1. Feature films and television projects that would like to be considered for funding assistance must meet eligibility requirements (defined below) and file a completed application with WF. The application must include the following:
  - a. Funding Assistance Application – available at [www.washingtonfilmworks.org](http://www.washingtonfilmworks.org)
  - b. Script – a shooting script (i.e., the version that is submitted to insurance company prior to the start of production).
  - c. Budget – a line-item budget that indicates projected in-state qualified expenditures.
  - d. Finance Plan – a full description of how the project will be financed
  - e. Proof of Funding – documentation demonstrating that the funds are secured (i.e. bank statements, written confirmation from financier, or other agreed upon documentation between Production and WF)
  - f. Producer’s Letter of Intent – letter explaining how the project contributes to the growth and development of the Washington State film industry and stating the producer’s intent to film the production in Washington State. The letter should also address his or her willingness and ability to enter into a contract with WF setting forth the terms and conditions of funding assistance.
  
2. Commercial projects that would like to be considered for funding assistance must meet eligibility requirements (defined below) and file a completed application with WF that includes:
  - a. Commercial Funding Assistance Application – available at [www.washingtonfilmworks.org](http://www.washingtonfilmworks.org)
  - b. Shooting or Story Board

- c. Budget – a line-item budget that includes projected in-state qualified expenditures
- d. Advertising Agency Award Letter
- e. Producer’s Letter of Intent – stating the producer’s intent to film the production in Washington State and his or her willingness and ability to enter into a contract with WF setting forth the terms and conditions of funding assistance.

**DEFINITION OF TERMS**

1. *Advertising Agency Award Letter* -- Letter from a reputable advertising agency that includes relevant production information such as the advertising agency, the product being advertised, production company being hired and budget for the commercial.
2. *Funding Assistance* – cash expenditures from an approved motion picture competitiveness program.
3. *Funding Letter of Intent* – Document issued by WF outlining the terms and conditions of funding assistance.
4. *Movie of the Week (MOW)* – a television film that is produced for and originally distributed by a television network. Any project applying for funding assistance as a MOW must also include a letter of intent from a national television network as part of their application.
5. *Motion Picture* - a recorded audio-visual production intended for distribution to theaters, DVD, video, television or the internet or one or more episodes of a single television series, television pilots or presentations, or a commercial. The term production shall mean the same as the term motion picture for the purpose of these guidelines.
6. *Producer* – Individual associated with the production that is responsible for overseeing the business and financial decisions and will serve as the signatory on WF contractual agreement.
7. *Production Company* – a business that is primarily (defined as 50% or more) engaged in the business of producing motion pictures.
8. *Qualified Production* - is a production that has been certified by WF Program as fully meeting the requirements for funding assistance and is in receipt of a Funding Letter of Intent.
9. *Qualified Expenditures* - actual expenses incurred in Washington State for pre-production, production and post production including but not limited to: Qualified Production Costs, wages, rental equipment, food, property, permits, lodging, health insurance and retirement benefits.
10. *Qualified Production Costs* -- Most budgetary items including costs of technical and production crew, expenditures for facilities, props, make-up, wardrobe, set construction, background talent, etc.
11. *Washington State Business or Washington State Based Company* – Any sole proprietorship, partnership, limited liability entity or corporation with offices in Washington State more than 1 year prior to the start of film production for which funding assistance is being claimed.
12. *Washington State Resident* – An individual who maintains a permanent dwelling within the state and spends an aggregate of at least six months each year within the state.

13. *Washington Filmworks (WF)* – The 501(c)(6) non-profit organization formed to be a film competitiveness program pursuant to 2SSB 6558 that will oversee the State of Washington’s funding assistance program for Qualified Productions.

## **PRODUCTION ELIGIBILITY REQUIREMENTS**

A production is eligible for funding assistance if it satisfactorily completes its initial application and meets the requirements listed below:

1. Production must spend at least the following in-Qualified Expenditures:
  - a. \$500,000 Feature Films
  - b. \$300,000 Television
  - c. \$150,000 Commercials
2. Applicant certifies that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050
3. Applications for commercial production must be received from the entity that is primarily responsible for the production which includes developing and managing the allocation of funds from pre-production through post.
4. For feature films and television projects principal photography must commence no later than 120 days after receiving the Funding Letter of Intent.
5. For commercials, principal photography must commence no later than 45 days after receiving the funding letter of intent.
6. The production must comply with state and federal labor laws relating to minimum wage and overtime requirements.
7. **The production must make industry standard payments for health insurance and a retirement program for those positions typically covered by collective bargaining agreements (Refer to Addendum 1: Collective Bargaining Agreement Positions)**
  - a. **For additional information on how to satisfy this requirement see Addendum 2: Benefits Provision at the end of this document.**
8. Applicant must demonstrate that every effort will be made to maximize the hiring of local cast, crew and production and support services
9. Within 60 days of completing principal photography in Washington State, feature film and television productions must:
  - a. Submit a completion package that includes an electronic spreadsheet detailing all in-state expenditures and compensation paid to Washington state residents that will include a cover sheet detailing the amount of funding assistance the production intends to claim up to the maximum amount dictated by the Funding Letter of Intent. No funding assistance will be paid to productions until the minimum in state spending threshold has been met.
10. Commercial production must complete the above requirements within 45 days of completing principal photography in Washington State.
11. File a completed Production Survey with the Department of Commerce (download survey at [www.commerce.wa.gov/forms/prodsurvey/](http://www.commerce.wa.gov/forms/prodsurvey/))
12. Where such credits are given, the production must contain a “filmed in Washington State” credit (or similar language to be negotiated with production) and the WF logo.
13. The producer must submit a viewable copy of the final production when commercially available to WF and agrees to supply WF with promotional materials (such as photos, trailers and poster art). WF may use such materials for archival, governmental relations

and marketing purposes. WF reserves the right to hold Funding Assistance payment's to Productions who have not provided such materials to WF.

14. Upon selection by WF of producer's application for funding assistance, producer must enter into a contract with WF stipulating the producer's intent to film the production in Washington State and setting forth the terms and conditions of funding assistance.

The following productions are not eligible for funding assistance:

1. Productions of a producer that has, one or more of its principals have, a history of previous production problems that create significant doubt, as determined by WF, regarding the producer's ability to complete a production successfully. The production problems may include, but are not limited to:
  - a. Unpaid financial obligations, including employee benefits;
  - b. Cast, Crew or Supplier mistreatment;
  - c. Damage to locations that the producer did not repair upon completion of the production;
  - d. Fraud, misrepresentation, or failures to comply with applicable laws.
2. News or current events that are viewer or listener supported (or not supported by advertising) or a program that includes weather or financial market reports as a material portion of the program
3. Talk shows, game shows or contests (reality television will be considered for funding assistance on a case by case bases).
4. Sports event or activity
5. Awards show, gala or any production that solicits donations
6. Political Advertising
7. Video Game Production
8. A production produced primarily for industrial, corporate or institutional purposes

## **IN-STATE PRODUCTION COSTS ELIGIBLE FOR FUNDING ASSISTANCE**

1. The following in-state Qualified Expenditures are eligible for funding assistance if purchased from a Washington State based business ***for the use in pre-production, production, or post production in the state of Washington unless previously approved*** (expenditures incurred 3 months prior to the date of the Funding Letter of Intent for feature films/television and 6 weeks for commercials will also be considered):
  - a. Set construction and operations
  - b. Wardrobe, accessories and make-up
  - c. Location fees and related services
  - d. Photography, sound synchronization, film processing and dailies, lighting and related services
  - e. Rental of facilities and equipment
  - f. Renting or leasing of vehicles
    - i. For additional incentives see sales tax exemption for production vehicle rental (Refer to page 12 and Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate)
  - g. All airfare purchased through a Washington based business or agency.
  - h. Any travel expenses, lodging or rental cars if it is for travel within the state of Washington.

- i. Insurance coverage and bonding
  - j. Per diem received in the state of Washington only
    - i. Per diem may not exceed the IRS rate or the minimum per diem amounts as outlined in applicable collective bargaining agreements
  - k. Food and lodging
    - i. For additional incentives see Hotel Motel Tax Exemptions (Refer to page 12 and Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate)
  - l. Marketing expenses (excluding travel) associated with the production and incurred prior to the filing of the production completion package and post production completion package
  - m. Post-production expenditures directly attributable to the qualified production
  - n. Shipping costs when originating from a Washington State address.
  - o. Any loss and damage invoice submitted to the production company within 30 days of last day of production.
  - p. Other direct costs spent in Washington State directly related to the qualified production in accordance with generally accepted entertainment industry practices
2. Post-production budgets may not exceed 30% of the total qualified Washington State spend.
  3. Compensation paid to Washington State residents. This includes wages or salaries, fringe benefits or fees (WA based), and health insurance and retirement benefits of Washington State residents for talent, and labor.

### **IN-STATE PRODUCTION COSTS NOT ELIGIBLE FOR FUNDING ASSISTANCE**

1. Any purchase made outside of Washington State even if the items are brought into the state for production. Or purchases made through vendors and or Washington based businesses that act as an agent or facilitator for out-of-state businesses.
2. Any employee compensation described in #3 above for out-of-state residents.
3. Gift cards or money orders given to any cast or crew member.
4. Payment of penalties or fines including but not limited to parking tickets, moving violations, bank fines and / or late charges.
5. Out of state payroll fees.
6. In-kind or trade contributions on a production.
7. Per diem given to Washington State residents traveling out-of-state.
8. Internet purchases made from non-Washington State businesses, even if the delivery location is in Washington State.
9. Cellular phone reimbursements or calling card purchases.
10. WF reserves the right to not consider significant purchases made by the Production including, but not limited to cars, computers, excessively priced wardrobe, or props.

### **APPLICATION PROCESS**

The following outlines the details of the application process and deadlines for funding assistance:

1. WF will accept applications at any time throughout the calendar year. Applications for funding assistance can be found at ([www.washingtonfilmworks.org](http://www.washingtonfilmworks.org))

- a. Commercial productions may submit an application to the WF Executive Director and have it reviewed for eligibility and completeness prior to being awarded the job by an advertising agency. However a determination about funding assistance will not be given until the Advertising Agency Award Letter (i.e, proof of funding) has been given to the WF. **It should be noted that commercials must be approved for funding assistance prior to start of principal photography.**
2. Completed applications should be emailed in a PDF format directly to Executive Director Amy Lillard Dee ([amy@washingtonfilmworks.org](mailto:amy@washingtonfilmworks.org)) or mailed to:

Washington Filmworks  
Attn: Executive Director  
1218 Third Ave, Suite 1709  
Seattle, WA 98101

\*\*\*Acceptable forms of application delivery include: USPS, private delivery service or hand delivery. Any other form of delivery for an initial application, including faxed copies will not be accepted by WF.

3. When applications are received, they will be dated and organized according to principal photography start date.
4. WF will review each application to ensure all necessary documentation is attached. If the application is incomplete or documents missing the WF will contact the production company to request the missing information. The application will not be considered for funding assistance until the application is complete.
5. Completed applications will be reviewed by the WF Board of Directors and / or the Executive Director to determine the estimated amount of the qualified expenditures, the total cost of the production and other information necessary to determine both eligibility and level of funding assistance. WF will determine which applications to approve and which to deny based on any or all of the following factors (not listed in any order of significance):
  - a. Chronological order or receipt of application
  - b. Amount of in-state production spending
  - c. Number of in-state film workers to be hired
  - d. Evidence of industry standard payments for health insurance and a retirement program for those positions typically covered by a collective bargaining agreement
    - i. For additional information on how to satisfy this requirement please see the section titled Benefits Provision at the end of this document.
  - e. Estimated production start date
  - f. Locations to be used in the state
  - g. Type of production (e.g. full length film, television episode, etc.)
  - h. Evidence of distribution commitments
  - i. Other benefits to the state, including but not limited to promotional value, long-term financial benefits, contribution to development of Washington State crew and talent base or production industry infrastructure

\*\*\*All funding assistance will be at the sole discretion of the Board of Directors of WF or any such other committee or group designated by the Board of Directors. All productions are subject to these guidelines and criteria of funding assistance of WF.

6. During review of the application, WF may request additional information, conduct a site visit of a functioning office in the state, or discuss the initial application with the production company. The company will have five (5) business days to supply any additional information requested by WF. If the information is not received within five (5) business days, WF has the right to remove application until such information is received.
7. It should be noted that productions will only be considered when funds are available. It is possible that at the time of a producer's initial inquiry, all of the funds will have been reserved by earlier productions. In that event, the producer will be informed of the next date when a review of one or more productions may be performed. When funds become available, it may be necessary to reapply for funding assistance.

## **FUNDING NOTIFICATION**

1. WF intends to approve or deny completed applications for feature films and television projects within 10 business days of receipt but reserves the right to take up to 30 days to respond.
2. WF intends to approve or deny commercial applications within 5 days of receipt, but reserves the right to take up to 30 days to respond.
3. A decision to extend funding assistance to a production will be confirmed by a Funding Letter of Intent which will include:
  - a. Maximum amount of funding assistance
  - b. Date that eligibility for qualified expenditures begins
    - i. Note: Qualified pre-production expenditures for feature films and television projects made three months prior to certification will be considered for funding assistance.
    - ii. Qualified pre-production expenditures for commercial projects made six weeks prior to certification will be considered for funding assistance.
4. A written agreement between the production company and WF will be drafted and executed which will include a certification number, funding assistance guidelines, and pertinent forms and deadlines. Unless the deadline is extended by mutual agreement, the agreement must be signed within two weeks after receiving the Funding Letter of Intent.
5. If a production is not chosen for funding assistance the production may re-apply at a later date.

## **QUALIFIED PRODUCTION REQUIREMENTS**

### **BEFORE PRODUCTION**

1. To secure funding assistance producer must complete the agreement between WF and the production. The agreement must be signed within two weeks of receiving the Funding Letter of Intent. After the agreement is received, a fully executed copy will be returned for the production company's records.
2. Guidelines regarding qualified production expenditures as well as the Industry Code of Conduct (Addendum 4: Code of Conduct) must be distributed to department heads prior to the start of production.
3. A meeting to discuss WF policies and procedures and the completion package process must take place between WF and the producers prior to the start of production.

### **DURING PRODUCTION**

1. Each Washington State resident employed on a qualified production must complete a Declaration of Residency form (Addendum 5: Declaration of Residency Form) and provide proof of residency, which includes:
  - a. Valid Washington State driver's license with an issue date more than six months prior to the commencement of principal photography or
  - b. A current Washington State voter registration card with an issue date more than six months prior to the commencement of principal photography or
  - c. Copies of six months of utility bills with Washington State address

\*\* Cast, crew, or extras making less than \$500 on a production are not required to provide proof of residency, but must sign the Declaration of Residency form.
2. The production must keep a detailed electronic account ledger of all expenditures incurred in Washington State during pre-production (incurred after certified date of eligibility), production and post-production (if applicable). Full vendor names must be visible on the ledger.
3. The production must keep all vendor receipts for which the production is applying for funding assistance.

### **AFTER PRODUCTION**

1. Within 60 days of completing principal photography for feature films and television (45 days for commercials) in Washington State the production company must submit a completion package to WF. Please refer to Addendum 6: for Completion Package Binder Requirements.

2. If a qualified production has been previously approved for post-production funding assistance, then it may submit a separate completion package for post-production services within 1 year of submitting the production Completion Package. It should be noted that the post-production completion package may not contain any invoices dated earlier than the date the production submitted the production completion package.

**\*\*NOTE: ALL PRODUCTIONS WILL BE CHARGED AN ADMINISTRATIVE REVIEW FEE. THE FEE WILL BE \$5000 FOR FEATURE FILMS AND TELEVISION PROJECTS AND \$2500 FOR COMMERCIAL PRODUCTION. (IF SHOOTING MULTIPLE EPISODES OF ONE SERIES, THE FEE WILL APPLY TO THE REVIEW OF EACH EPISODE)**

#### **DISQUALIFICATION**

1. A qualified production will cease to be eligible for funding assistance if the WF Program determines that:
  - a. Principal photography started before funding assistance had been assigned to the production and before WF issues a Funding Letter of Intent unless otherwise approved for commercial productions.
  - b. Principal photography did not start within 120 days for feature films and television (45 days for commercials) of receiving the Funding Letter of Intent from WF for any reason other than an act of God.
  - c. The production schedule is not being met as described in the overview or shooting schedule.
  - d. The production company commits fraud or misrepresentation, fails to comply with the applicable laws, or acts to tarnish the reputation of the WF Program.

#### **THE DEPARTMENT OF COMMERCE SURVEY DETAILS**

1. In order to recognize the accountability and effectiveness of tax policy, the legislature requires that each production that obtains WF funding assistance complete a survey within 60 days after completion of principal photography. Such survey will include the following information:
  - a. The amount of anticipated funding assistance received
  - b. The amount of production / post production spending left in the state
  - c. The number of total employment positions and the total number of Washington resident hires.
  - d. Full time and part time employment positions as a percent of total employment
  - e. Number of jobs at the following annualized wage bands: less than \$30,000; \$30,000 to \$60,000; \$60,000 and greater;
  - f. Number of jobs that employer provided medical, dental and retirement benefits by each wage band.

\*\*\*The Department of Commerce may request further information as needed

2. The Department of Commerce will make the survey template available on its website ([www.commerce.wa.gov/forms/prodsurvey](http://www.commerce.wa.gov/forms/prodsurvey)). In the cases where a separate post-production completion package is being filed, a second survey will be required.

#### **WASHINGTON STATE TAX EXEMPTIONS**

1. A production's ability to claim sales and use tax exemptions is not effected by the receipt of funding assistance from WF. (Refer to Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate)

## Addendum 1: Collective Bargaining Agreement Positions

### Positions for Health Retirement Benefits\*

#### **Art Department**

Production Designer  
Art Director  
Art Department Coordinator  
Set Designer/Draftsperson

#### **Construction, Paint, & Scenic**

Coordinator  
Draftsperson  
Foreman  
Gang Boss  
Shop Crafts Person  
Prop/Model Makers (aka Carpenters)  
Construction Divers  
Utility Technicians (Limited)  
Buyer  
Tool Person  
Key Scenic Artist (Painter)  
Scenic Foreperson (aka Charge Artist)  
Set Painters  
Scenic Artist  
Sign Painters/Writers  
On Set Painters  
Sculptors/Plasterers

#### **Camera**

DP/Cinematographer  
Camera Operator  
1st Assistant Camera  
2nd Assistant Camera  
Digital Image Technician  
Loader  
Still Photographer

#### **Wardrobe**

Wardrobe Supervisor  
Costume Designer  
Key Wardrobe/Lead Set  
Wardrobe  
Assistant Key  
Costumer/Buyer/Stylist  
Set Costumer

#### **Electricians**

Gaffer  
Best Boy  
Generator Operator  
Electrician  
Lamp Operator  
Dimmer Operator/Laptop Operator  
Rigging Gaffer  
Rigging Best Boy  
Rigging Electrician

#### **First Aid**

Medic, EMT, etc

#### **Greens**

Greens Foreman  
First Greens  
On Set Greens

#### **Grip**

Key Grip  
Best Boy  
Dolly Grip  
Crane Operator  
Grip  
Rigging Key  
Rigging Best Boy  
Rigging Grips

#### **Makeup and Hair**

Key Makeup Artist  
Makeup Artist  
On Set Makeup Artist  
Key Hair Stylist  
Hair Stylist  
Wig Makers

#### **Painters (also see Construction)**

Charge  
Scenic  
Set Painter

#### **Set Dressing**

Set Decorator  
Lead Person  
Draper/Upholsterer  
Dresser (On Set, Off Set, Swing Gang  
Buyer

#### **Sound**

Sound Mixer  
Boom Operator  
Cable Person  
Utility

#### **Video Assist**

VTR/Playback  
Non-Record Video/Video Assist  
Cable Utility

#### **Special Effects**

Effects Coordinator  
Foreman  
Welder  
Diver  
Effect Technician  
Licensed Powder Person

#### **Production Office**

Production Supervisor  
Assistant Production Supervisor  
Production Office Coordinator  
Assistant Production Office Coordinator  
Production Accountant  
Assistant Production Accountant  
Payroll Accountant

#### **Teacher**

Studio Teacher

#### **Projection**

Dailies Projectionist

Key Tailor/Fitter  
Tailor  
Shopper  
Seamstress/Stitcher/Sewer

**Craft Service**

Key Craft Service  
Assistant Craft Service

**Editorial**

Editor  
Assistant Editor  
Apprentice Editor  
Sound Editor

**Talent** (does not include

Extras)  
Actor  
Stunt Coordinator

Signs  
Standby Painter  
Plasterer  
Sculptor

**Props**

Prop Master  
Assistant Prop Master  
Buyer  
Prop Weapons  
On Set Picture Cars/Boats  
Marine Coordinator  
Boat Handlers  
Prop Person

**Script** (aka Continuity)  
Script Supervisor

**DGA Positions**

Director  
Line Producer  
Unit Production Manager  
1st AD  
2nd AD  
2nd 2nd AD, etc.

**Teamster Positions**

Transportation Coordinators  
Transportation Captains  
All Drivers (including passenger vans)

Locations Manager (occasionally IATSE)  
Locations Scout

\*Positions listed here are those WF considers typically covered by collective bargaining agreements and require evidence of health & retirement benefits paid. WFW recognizes that positions may have alternate titles but function in the same capacity. For those crew persons, the same standards of benefits evidence apply.

*revised - 2.9.10*

## **Addendum 2: Benefits Provision**

The Washington State law that created this funding assistance program calls for all productions receiving funding assistance to “make payments for health insurance and retirement benefits.”

Productions will meet this requirement if they enter into an agreement with the various trade unions that represent workers in the motion picture industry, and provide health insurance and retirement programs tailored for the industry.

In cases where a production does not have such an agreement in place the applicant can meet this requirement by providing adequate health insurance coverage and making adequate contributions to retirement programs. These contributions must be industry standard payments that are equal to the amounts paid under applicable collective bargaining agreements.

WF defines an adequate health insurance program as one that considers the following:

- Coverage that starts by the beginning of the month following hiring
- Covers pre-existing conditions in accordance with relevant state laws
- Has no more than a \$500 deductible
- Covers 80% of costs
- Provides for Vision, Dental and Prescription coverage
- Has a COBRA provision
- Makes some payment into a Flexible Spending Account (FSA) program

WF defines an adequate contribution into a retirement program as a minimum of 2% of the hourly salary. These funds need to be deposited into an existing IRA, 401 K, or some kind of retirement plan that remains in place after the end of the production and is for the benefit of the employee. In no case may the aggregate payment to the health insurance and retirement program be less than the industry standard payments that are equal to the amounts paid under applicable collective bargaining agreements.



## MOTION PICTURE AND VIDEO PRODUCTION BUSINESS EXEMPTION CERTIFICATE

1. Name of Vendor \_\_\_\_\_

2. Name of Renter/Buyer \_\_\_\_\_

3. Address of Renter/Buyer \_\_\_\_\_  
*Street City, State Zip Code*

4. Renter/Buyer's Business License No. (UBI/Revenue Registration No.) \_\_\_\_\_

5. Production Equipment Rented \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
*Use additional sheets as needed*

6. Production Services Purchased \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
*Use additional sheets as needed*

**This certificate exempts both state and local sales tax from production rental equipment and purchase of production services. The tax exemption on vehicles used in production applies to state and local taxes and extends to exempting the additional sales tax on rental cars.**

The renter/buyer certifies that it is a motion picture or video production business and that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050.

Print Name \_\_\_\_\_  
*Name of Person Authorized by the Renter/Buyer to Sign the Certificate*

Signature \_\_\_\_\_  
*Signature of Authorized Agent of the Renter/Buyer*

Date \_\_\_\_\_  
*Date Signed*

For tax assistance, visit <http://dor.wa.gov> or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

REV 27 0023 (12-1-05)

## Addendum 4: Code of Conduct

# **Washington State – Production Code of Conduct**

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**To Production Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building a good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

**To The Citizens:** If you find this production company is not adhering to the Code Of Conduct, please contact the Seattle Office of Film + Music at (206) 684-5030 or Washington Filmworks (206) 264-0667

- 1) When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base campus, and meal areas). The filming notice should include:
  - name of company
  - name of the production
  - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
  - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
  - company contact (first assistant director, unit production manager, location manager)
  - name and number of City Film Coordinator
- 2) The Code Of Conduct should be attached to the filming notification and distributed to the neighborhood.
- 3) Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
- 4) When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
- 5) The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
- 6) No production vehicles should park in or block driveways without the express permission of the driveway owner.
- 7) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
- 8) Removal, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner

- 9) Remember to use the proper receptacles for disposal of all napkins, plates, and coffee cups you may use in the course of a working day.
- 10) All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
- 11) Every member of the cast and crew will keep noise levels as low as possible.
- 12) Articles of clothing that do not display common sense and good taste should not be worn by crew members. Closed toed shoes and shirts must be worn at all times, unless otherwise directed.
- 13) Crew members shall not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
- 14) Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
- 15) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 16) Make sure all catering, crafts service, construction, strike, and personal trash is removed from the location.
- 17) Observe designated smoking areas and always extinguish cigarettes in butt cans.
- 18) Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
- 19) The company will comply at all times with the provisions of the filming permit.

## DECLARATION OF RESIDENCY

**Purpose of this form.** Film production companies claiming funding assistance through WashingtonFilmWorks on wages or salaries paid to Washington State residents for work performed on a motion picture production in Washington State must have each such employee complete this declaration of residency. The film production company must retain this form in its records and submit a completed copy for each Washington State worker employed on the production.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Permanent Residence</b>		
<b>City, State and Zip Code</b>	<b>Telephone Number</b>	
<b>Title of Project or Product</b>	<b>Position / Role</b>	

1. Are you presently a resident of Washington State? See *Residency* below. Yes  No
2. Do you anticipate changing your residence status during the time that you are expected to work on the motion picture production? Yes  No
3. What evidence have you provided the motion picture production to show residence in Washington State? You must provide one of the following:
  - Valid Washington State driver's license with an issue date at least six months prior to the date of this Declaration
    - Enter the driver's license number. \_\_\_\_\_
  - A current Washington State voter registration card with an issue date at least six months prior to the date of this Declaration
    - Enter the registering county. \_\_\_\_\_
  - Copies of six months of utility bills with a Washington State address
- Check here if you do not want to be listed on NWFilm.com.

\*\*\*YOU MUST PROVIDE A PHOTOCOPY OF YOUR PROOF OF RESIDENCY\*\*\*

Residency. To be a resident of Washington State for the purpose of funding assistance through Washington Filmworks you must maintain a permanent dwelling within the state and spend an aggregate of at least six months each year within the state. You may only have one permanent dwelling and a change in your permanent dwelling is established only by establishing a physical presence in a new location with intent to abandon your old domicile and make a home in the new location permanently or indefinitely.

I declare under penalty of perjury that everything in this document is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Addendum 6: Completion Package Binder Requirements**

Within sixty (60) days of completing principal photography on your feature or television project, or forty-five (45) days for a commercial, the production company must submit a Completion Package to Washington Filmworks (WF).

Washington Filmworks works closely with each production in an effort to expedite the funding assistance process and reduce associated costs to the production. To that end, please provide the information listed below, divided into the sections as follows:

### *Section I -- Production Overview*

This section should include the following information:

1. Signed letter from the Production Accountant confirming:
  - a. The production dates
  - b. The Washington State general ledger (or expense report) has been reviewed for accuracy
  - c. All financial obligations incurred in the state of Washington have been paid.
  - d. The total amount of funding assistance being requested
2. Total Production Budget  
Estimated vs. Actual costs should both be included
3. Washington State general ledger (for commercials, a PO Log is acceptable) itemizing all qualified expenditures.
  - a. WF requires that each production include both paper and digital (preferably excel) formats of the ledger  
\*\*\*Also please note: if preferred, this ledger may be divided into two reports: 1. payroll data for crew and talent, 2. all other expenses
  - b. This general ledger or PO log should include the following details for all transactions: account number, transaction date, payee, amount, source of payment (check or petty cash envelope number), a description detailing the expense, and any invoice number if applicable
  - c. Payroll Reports for eligible crew and talent must include gross payroll, payroll taxes, and benefits paid if applicable. Should there be a question as to whether a position requires benefits please refer the list of CBA positions we considered "typically covered" or contact WF immediately for clarification.
  - d. Payroll handling fees may only be included if the payroll was processed by a qualified WA based business.
  - e. It should be noted that the total amount of the Washington State ledger(s) or PO log(s) should match exactly the total amount being claimed as eligible Washington State spend.
4. Chart of Accounts for reference
5. Proof of customary production/liability and E&O insurance
6. Department of Commerce Production Survey
  - a. You can access the survey from our website  
<http://www.washingtonfilmworks.org> or on the Dept of Commerce website at  
<http://www.commerce.wa.gov/forms/prodsurvey/>
  - b. Once you have filled out the survey, print a copy to include with your completion package.

- c. Separate surveys are required to be filed and accompany the production and post-production completion packages respectively (where applicable.)

Please note that the completion package will not be considered complete and the review will not commence until all these items are received.

### *Section II -- Crew Detail*

This section should include the following information:

1. Comprehensive crew list sorted alphabetically by last name.
2. The list must also include job title, department, and an hourly or daily pay rate for each individual.
3. All non-Washington crew should be clearly marked.
4. Both digital and paper formats of the crew list are required (again, excel is preferred)
5. WF strongly encourages each production to use the templates available for download from our website.

### *Section III -- Cast and Extras List*

This section should include the following information:

1. Comprehensive cast list sorted alphabetically by last name.
  - a. The list must include character name.
  - b. All non-Washington cast should be clearly marked.
2. Comprehensive list of extras sorted alphabetically by last name.  
All non-Washington extras should be clearly marked.
3. Including a digital format of these lists is strongly encouraged.

### *Section IV -- Declaration of Residency for Crew, Cast and Extras*

This section should include the following information:

1. All Declaration of Residency forms and proof of must be sorted alphabetically by last name.
2. All Washington residents must complete the Declaration of Residency form upon date of hire.
3. Proof of residency must accompany the residency form for any Cast, Crew or Extras making \$500 or more on a production. Acceptable documentation is one or more of the following:
  - a. a valid WA State driver's license with an issue date at least six (6) months prior to the date of the Declaration of Residency (or resident's start date)
  - b. A current voter registration card with an issue date at least six (6) months prior to the date of the Declaration of Residency (or resident's start date)
  - c. Copies of six (6) months of utility bills with a WA State address.
4. Crew, Cast or Extras making less than \$500 on a production are not required to provide proof of residency, but must complete and sign a Declaration of Residency form.

### *Section V -- Petty Cash Envelopes and Receipts*

This section should include the following information:

1. Petty cash envelopes need to
  - a. Be copied (please include copies of the front of the envelope and all corresponding WA receipts)

- b. Be , numbered and presented in numerical order by crew member float or department.
  - c. Clearly indicated any non-Washington expenses on the petty cash envelope copies (for example: voided with a thick black pen) and copies of all non-Washington receipts should be voided with a thick black pen or not included at all.
2. All qualified in-state petty cash receipts should be itemized by line item in the submitted Washington State general ledger. See section I for more information.
  3. Acceptable receipts include the vendor name, phone number, and address in WA State, date of the expenditure, item(s) description, and amount paid.
  4. WFW strongly encourages each production to use the petty cash envelope template available for download from our website.

#### *Section VI -- Vendor Invoices*

This section should include the following information:

1. All invoices should be filed alphabetically by vendor name.
2. Only invoices included on your Washington State general ledger (Section I) should be included in this section.
3. All invoices should be referenced to a chart of accounts or account ID on the Washington State general ledger.
4. Acceptable invoices include the vendor name, phone number, and address in WA State, date of the expenditure, item(s)/service description, and amount paid.

#### *Section VII – Proof of Benefits*

This section may be included in the vendor invoice section or included in a detailed payroll section but should include the following information:

1. A list of who received benefits
2. If non-union, an explanation of how our benefits criteria was fulfilled
3. Documentation that health and retirement benefits have been paid out to the applicable cast and crew.

**NOTE: ALL PRODUCTIONS WILL BE CHARGED AN ADMINISTRATIVE REVIEW FEE.**

\$5000 for Feature Films or Television projects

\$2500 for Commercial productions

(If shooting multiple episodes for one series, the fee will apply to the review of each episode).

**BECAUSE THIS REVIEW IS CONDUCTED AFTER THE COMPLETION PACKAGE IS SUBMITTED, THE COST OF THE REVIEW IS NOT ELIGIBLE FOR ASSISTANCE.**

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