
COMPLETION PACKAGE HELPFUL HINTS

Washington Filmworks (WF) wants to provide the greatest amount of funding assistance possible to your production, however, we are only able to provide assistance for qualified expenses with proper documentation. To help maximize your funding assistance, we have compiled the following list of common mistakes and helpful hints.

Please contact us as soon as you have a question as to whether an expense is eligible for funding assistance, so that you can be sure to obtain the proper documentation and code it correctly in your accounting system.

- The Declaration of Residency form is considered complete ONLY when:
 - The boxes associated with the Affidavit are completed
 - The Affidavit is signed
 - Proper documentation is appended
 - ❖ **Common Mistake: WA drivers licenses less than 6 months old**
You may add an older expired WA driver's license for reference or
You may use one of the alternate forms of documentation:
a voters registration card or 6 months of utilities bills
(See the Guidelines & Criteria: Completion Package Requirements)
- Include a Total Production Budget (including Estimated vs Actuals) in the completion package
 - ❖ **Common Mistake: Only a WA Spend report or WA Spend Estimate vs Actuals is included**
- Include a total crew list with the completion package
 - ❖ **Common Mistake: Only a WA Resident Crew List was submitted**
- In the State of Washington, for profit companies MAY NOT have unpaid volunteers unless they are interns matriculating for credit
 - ❖ **Common Mistake: Productions claiming an intern stipend do not include letters from the Intern's Educational Institution verifying matriculation.**
- Acceptable receipts/invoices must include the date, a detailed description of the expenditure, and the vendor's contact information.
 - ❖ **Common Mistake: Productions include receipts/invoices for vendors they frequently use and just know are local Washington.**
If the contact information is not printed on the receipt/invoice, then you must hand write the address & phone number, and attached a copy of a business card or menu.
- WF discourages the submission of handwritten receipts, however, should this be unavoidable, the receipt must include all contact information and be signed by the seller of goods or services.
- Petty Cash Envelopes should be complete, this includes being signed by the crewmember making the purchases, a supervisor, and envelope auditor.
 - ❖ **Common Mistake: Envelopes do not clearly indicate what is WA Spend vs non-WA spend**

- ❖ **Common Mistake: Copies of receipts are illegible because copies are cut-off or too light.**
Make sure copies of receipts are copied clearly and indicate what was purchased as well as the total.
- Mileage Logs must include, the driver's name, "To" and "From" locations within Washington, the number of miles traveled, and the reimbursement rate.
 - ❖ **Common Mistake: Productions do not include the "To" and "From" locations.**
- Include a copy of The Production Survey submitted online at:
<http://www.commerce.wa.gov/forms/prodsurvey/>
 - ❖ **Common Mistake: Remember to print your Production Survey before hitting the "Submit Production Survey" – We need a copy too.**
- To expedite the 'comprehensive' portion of the completion package review, include time cards for employees in the completion package.

The following expenses are NOT eligible for funding assistance:

- ❖ cell phone reimbursements or calling card purchases
- ❖ gift certificates or pre-payments
- ❖ internet purchases even if delivered to a WA State address (the exception is airline tickets purchased through a WA State business such as Alaska, Horizon, or Expedia)
- ❖ parking tickets and/or moving violations
- ❖ bank fees and/or late charges
- ❖ illegible receipts
- ❖ unsigned per diem
- ❖ out of state employee labor and benefits
- ❖ out of state payroll fees

(See our Guidelines & Criteria for a complete list)

WF expects to provide your rebate within thirty (30) business days, which begins when we receive your complete Completion Package. Please review all the Guidelines & Criteria, the Completion Package Requirements, and the Completion Packing Review Process to make sure you have included all the proper documentation.

Again, call with any questions you may have along the way.
Washington Filmworks: 206-264-0667