

## PRODUCTION SERVICES TAX CREDIT ACCREDITATION CHECKLIST

A corporation is entitled to a tax credit in respect of a taxation year if the corporation files with the Canada Revenue Agency all information and records required for the tax credit within 36 months after the end of that taxation year, including an Accreditation Certificate. It is advisable to submit your application for an Accreditation Certificate to CREATIVE BC within 30 months of the Corporation's taxation year end to provide for sufficient processing time.

### A. APPLICATION

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- Administration fee of \$5,500 (plus GST) per production (payable to CREATIVE BC);
- Please transmit a fully completed PSTC application form using the online application available on our website;

### B. ACCREDITED PRODUCTION CORPORATION

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- Proof of permanent establishment in British Columbia (e.g. lease agreement, bank statement, etc.) showing the Applicant's name and permanent establishment address in BC to demonstrate that the Applicant is subject to tax in British Columbia;

### C. ACCREDITED PRODUCTION

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- A legal opinion letter attesting to the copyright ownership in the Production;
- An Affidavit for Official Designee when the Applicant is not the copyright owner (template on CREATIVE BC's website);
- Copy of the production services agreement between the copyright owner and the Applicant when the Applicant is not the copyright owner;
- Locked and signed total production budget for the production (budget top sheet accepted). Provide currency exchange rate if not in Canadian dollars;
- Breakdown of estimated BC labour expenditure;
- If applying for the Regional or for the Regional and Distant Location Production Services Tax Credits, provide a copy of the daily production reports verifying the location(s) of each shooting day in BC;
- If applying for an animated production with a key animation start date after June 26, 2015, provide a detailed labour breakdown of the work rendered in the regional and distant location;
- If applying for the Digital Animation or Visual Effects Tax Credit (DAVE Tax Credit), provide:
  - a detailed breakdown of estimated BC labour expenditure directly attributable to eligible digital animation or visual effects activities.
  - a description of the methodology used to determine on-set DAVE labour (if there is on-set work done in BC directly attributable to creating visual effects). The methodology should determine that the visual effects for the production are created primarily (i.e. greater than 50%) with digital technology (include your calculation based on total estimated DAVE costs).

*The Certifying Authority and CREATIVE BC reserve the right to request additional documentation, including but not limited to a DVD copy of the completed Production, to be submitted in a timely manner in order to assess the application.*

*All documentation or information received with respect to an application for a Production Services Tax Credit Accreditation Certificate is subject to the confidentiality provisions of the Freedom of Information and Protection of Privacy Act and the Income Tax Act (British Columbia), and will be maintained in strictest of confidence by the Certifying Authority and CREATIVE BC.*

**WARNING: False or misleading information will result in automatic denial of the tax credits, and may lead to prosecution under the Income Tax Act (British Columbia).**

**CONTACTS:**

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The Certifying Authority is the Minister of Jobs, Tourism and Skills Training. The Production Services Tax Credit is administered by CREATIVE BC. Inquiries and applications should be directed to CREATIVE BC, 7 West 6th Avenue, Vancouver, BC, V5Y 1K2. Tel: 604 736 7997, Fax: 604 736 7290, [www.creativebc.com](http://www.creativebc.com)