



For Film Office Use Only:
PTC No. _____
Date Rec'd: _____

HAWAII FILM OFFICE | State of Hawaii, Department of Business, Economic Development and Tourism | 250 South Hotel St., 5<sup>th</sup> Floor | Honolulu, HI 96813  
 Mailing Address: P.O. Box 2359 | Honolulu, HI 96804 | Phone (808) 586-2570 | incentives@hawaiifilmoffice.com

## PRODUCTION REGISTRATION FORM (PRF)

### 20-25% Motion Picture, Digital Media, and Film Production Income Tax Credit

**All fields MUST be filled in. Submit PRF via SECURED email to: incentives@hawaiifilmoffice.com *and* submit signed hard copy of PRF and all required deliverables by mail at least one week prior to first Hawaii shoot date**

**CONFIDENTIALITY:** This application and other records related to this report may be subject to public disclosure under Hawaii's Uniform Information Practices Act ("UIPA"), Chapter 92F, Hawaii Revised Statutes, which governs public access to the records of government agencies in Hawaii. The UIPA provides certain exceptions to public disclosure. See Section 12: page 4 for further information.

#### 1. Production Information:

Title of Production: \_\_\_\_\_  
 Producer(s): \_\_\_\_\_  
 Director: \_\_\_\_\_  
 Key Cast: \_\_\_\_\_

#### 2. Filing Entity (sole entity that will file a Hawaii State Tax return to claim the tax credit):

**+ DELIVERABLES REQUIRED – Proof of Business Registration in the State of Hawaii with all required agencies. (TIR 2019-01 §18-235-17-03(a-1))**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Type of Entity \_\_\_\_\_ Fed ID # \_\_\_\_\_ State incorporated/registered: \_\_\_\_\_  
 Registered with: DCCA? Yes No Department of Taxation? Yes No **General Excise Tax license #** \_\_\_\_\_

#### 3. Type of Production:

- Feature Film:  Narrative  Documentary  Experimental  Student
- Short Film:  Narrative  Documentary  Experimental  Student
- Television Movie
- Commercial (includes a series of advertising messages filmed within 6 consecutive weeks in Hawaii for TV broadcast or theatrical distribution)
- Music Video
- Interactive Game
- Television Series: Pilot
- Television Series: Single Season (up to 22 episodes of series filmed regularly in Hawaii; separate registration needed for episodes over 22)
- Television Series: Single Episode (not part of a TV series regularly filmed or based in Hawaii)
- Television Special
- National Magazine Show
- National Talk Show
- Production with Internet-only distribution *Specify type:* \_\_\_\_\_

#### 4. Local Production Office Information:

Company: \_\_\_\_\_ Local Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Website of Production (if applicable): <http://>\_\_\_\_\_

>> The Hawaii Film Office may publish the following local production office information on its site, hawaiifilmoffice.com:

(check all that apply)  Address  Main Phone  Fax  Email  Website

**+ DELIVERABLES REQUIRED – Detailed Synopsis and/ or Script if one exists (TIR 2019-01 §18-235-17-03(a-2))**

**5. Synopsis of Production:**

>> Detailed descriptive  
Synopsis and the  
Script if one exists:

**6. Target Release Date and Distribution Plan:**

**7. Target Hawaii Production Dates (Start and End dates with Year);**

Ex: 10/10/19-10/20/19

Pre-Production: \_\_\_\_\_ # of Days: \_\_\_\_\_

Shoot: \_\_\_\_\_ # of Days: \_\_\_\_\_ % Shot in Hawaii: \_\_\_\_\_

Wrap: \_\_\_\_\_ # of Days: \_\_\_\_\_

Post: \_\_\_\_\_ # of Days: \_\_\_\_\_ % of Post Done in Hawaii: \_\_\_\_\_

**8. Estimated Budget:**

**+ DELIVERABLES REQUIRED – Estimated Budget with top sheet and Brokendown by main categories (TIR 2019-01 §18-235-17-03(a-3))**

Total Budget: \$ \_\_\_\_\_ Hawaii Budget: \$ \_\_\_\_\_ HI % of Total: \_\_\_\_\_

>> The Hawaii budget is the aggregate total amount of "qualified production costs" you plan to claim. See **Appendix A** of instructions for the definition of "qualified production costs" and see **TIR 2019-01 §18-235-17-10 to 15 pages 21-32**.

Oahu Budget: \$ \_\_\_\_\_ Neighbor Island Budget(s):

Big Island: \$ _____	Maui: \$ _____
Kauai: \$ _____	Molokai: \$ _____
Lanai: \$ _____	Other: \$ _____

**Filing Entity Reporting  
Period: FY Ending  
(Month/Day/Year)**

\_\_\_\_\_

Specify Other Loc: \_\_\_\_\_

**9. Mandatory Workforce Development Contribution:**

Which type(s) of contribution do you plan to make? (see **Appendix B** of instructions and **TIR 2019-01 §18-235-17-19**)

- Financial contribution to public/charter school     Educational program with public/charter school     Seminar/Workshop
- In-kind donation to public/charter school     Educational program with local labor union chapter     Not Sure
- Other (describe):

**10. Target Hiring Plan:**

**Hawaii Resident vs. Non-Resident Hires by Category:**

	<u>HI Res</u>	<u>Non-Res</u>		<u>HI Res</u>	<u>Non-Res</u>
Above-the-line (directors, producers, writers, principal cast):	_____	_____	Other: _____	_____	_____
Talent (excl. principal cast; incl. supporting cast, extras):	_____	_____	Other: _____	_____	_____
Department heads and keys:	_____	_____	Other: _____	_____	_____
Below-the-line crew (excluding dept. heads and keys):	_____	_____	Other: _____	_____	_____
<b>Sub-Total:</b>	_____	_____		_____	_____

**TOTAL** (resident + non-resident) hires in Hawaii: \_\_\_\_\_

**Describe the efforts you will undertake to hire Hawaii residents:**  
(TIR 2019-01; §18-235-17-18)

**Union Signatory?** (check all that apply)

- IATSE  
  SAG  
  Teamsters  
  IBEW  
  DGA  
  AFM  
  Other (Specify) \_\_\_\_\_

**11. Additional Requirements for Claiming the Credit:** (Please initial each item to acknowledge and agree to fulfill requirement)

\_\_\_\_\_ The production shall, at all times, comply with all applicable statutes, ordinances, rules and regulations of the Federal, State and County governments, including, but not limited to, those relating to noise, air and water pollution, and public health and safety. Any violation of an applicable law may disqualify a production from claiming the tax credit.

**During production, the production agrees to:**

\_\_\_\_\_ Make reasonable efforts to hire local Hawaii talent and crew. Below is a list of local film union chapters:

- Screen Actors Guild (SAG): (808) 596-0388
- International Alliance of Theatrical Stage Employees (IATSE) Local 665: (808) 596-0227
- Hawaii Teamsters and Allied Workers Local 996: (808) 847-6633
- International Brotherhood of Electrical Workers (IBEW) Local 1260: (808) 941-9445
- Musicians' Association of Hawaii Local 677: (808) 596-2121

\_\_\_\_\_ Provide every nonresident; employee, contractor, vendor, loan-out company, or other agent or providing goods or performing services in the State of Hawaii with a tax advisory informing such persons of the State obligations, no later than 30 days after engaging them for services and obtain acknowledgement that the advisory was received. (TIR 2019-01; §18-235-17-20)

\_\_\_\_\_ Make a financial or in-kind contribution toward educational or workforce development efforts, in partnership with related local industry labor organizations, educational institutions, or both, toward the furtherance of the local film and television and digital media industries (See [Appendix B](#) of instructions)

\_\_\_\_\_ I affirm that our company will make reasonable efforts to secure products or services for this production from within the State of Hawaii before importing comparable goods or services from outside the State. And I understand that Use Tax must be paid on all imported items.

**After production, the production agrees to:**

\_\_\_\_\_ Submit "Hawaii Production Report" and all required deliverables

\_\_\_\_\_ Provide a verification review prepared by a "qualified" certified public accountant. (See [TIR 2019-01; §18-235-17-01](#) and [TIR 2019-01; §18-235-17-16](#))

\_\_\_\_\_ Provide end credit proof (screen shot) or the like, to the State of Hawaii, if applicable (See [Appendix C](#) of instructions)

\_\_\_\_\_ Provide DVD copy of production and electronic press kit (if one exists) to Hawaii Film Office

**12. Confidentiality Request:**

Please specify the sections or information, if any, that you would like exempted from disclosure. Explain in detail how the information constitutes confidential commercial and financial information that, if disclosed, would likely cause you substantial competitive harm. Attach additional sheets if necessary.

**CONFIDENTIALITY cont.:** One exception allows government agencies to protect information that constitutes confidential commercial and financial information that, if disclosed, would likely cause you substantial competitive harm. See Haw. Rev. Stat. § 92F-13(3). The Hawaii Film Office may disclose budget and expenditure information submitted (under Section 8 below) in an anonymous form. To request that other information submitted be protected under this exception, **fill out Section 12 above specifically identifying the information to be withheld** from public disclosure and explaining how its disclosure would likely cause you substantial competitive harm. The Hawaii Film Office reserves the right to determine whether information submitted by you will be withheld from disclosure. You will be notified of any requests made for the disclosure of your information and whether the information will be disclosed in accordance with the UIPA.

**13. Signature:**

By signing below, I hereby confirm that I am authorized to sign on behalf of the applicant production company described above, and further confirm that all information provided on this form is true and correct to the best of my knowledge. Furthermore, by initialing the requirements listed in Section 11 above, I understand that I must fulfill these requirements in order to be eligible to claim the 20-25% Motion Picture, Digital Media, and Film Production Income Tax Credit under Hawaii Revised Statutes §235-17.

Signature	Date
Name: _____	Phone: _____
Title: _____	Email: _____

**How to Submit Your Production Registration Form and required Deliverables:**

1. **Fill out the Production Registration Form (PRF)**, print two copies of the completed report, keep a copy for your files. (Note: If you are using the free Adobe Acrobat Reader, your form data *will not save or send*, you *must* print hard copies. If you are using Adobe Acrobat Professional, your form data will save.)
2. **Request** a \*secure\* email from the Hawaii Film Office to submit the HPR. Once you receive a \*secure\* email, reply to that email chain with PRF and below deliverables attached.
3. **Submit** all the following Deliverables (Deliverable can be submitted on a thumb drive (or in person) with the printed Hard Copy of the signed HPR, if so desired):
  - 1) **Business Registration** (proof of) with every state agency requiring registration to do business in the State of Hawaii;
  - 2) **Script / Synopsis** (detailed) synopsis of production and/or script if it exists where applicable;
  - 3) **Estimated Budget** (preliminary) with top sheet summary and category breakdown, by island if filming on more than one island;
4. **Follow up** with the signed Hard Copy of the PRF + all required deliverables to:

**Hawaii Film Office, P.O. Box 2359, Honolulu, HI 96804, Attn: Production Registration Form**

5. **The Hawaii Film Office** will review your PRF and follow up with any further questions. If, based on the information you provided, the production is eligible for the credit, they will issue a Pre-Qualification letter to the filing entity, acknowledging the registration for the Production Tax Credit. **Please note:** The Pre-Qualification letter is for informational purposes and does not guarantee your qualification for the Motion Picture, Digital Media and Film Production Income Tax Credit. Qualification for the tax credit is subject to your meeting all applicable conditions and requirements. The Department of Taxation (DOTAX) is the ultimate arbiter of tax credit disbursements, and your credit eligibility is ultimately subject to the Department's review and, in some cases, audit.

**Questions?** Call the Hawaii Film Office at (808) 586-2570 email: [incentives@hawaiifilmoffice.com](mailto:incentives@hawaiifilmoffice.com)