

## DBEDT Production Tax Credit Hub

Hawaii Film Office  
250 S Hotel St, Room 510  
Honolulu, Hawaii 96813



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# Introduction

## Purpose

The purpose of this document is to assist Productions who seek to film in Hawaii to have their productions reported and taxed by the Hawaii Film Office.

## Access

Users can use existing ehawaii.gov accounts or create a new account. No additional permissions are required to submit an application.

# Process

## Pre-Application

1. New Productions will go to <https://dbedtfilmtaxcredit.ehawaii.gov/> to have their productions documented and submitted to the Hawaii Film Office for handling.
2. Productions can then login with their eHawaii.gov accounts or create one as needed via [Lala Account Creation](#).
3. After logging in, the user will be shown the DBEDT Production Tax Credit Hub Dashboard where they have access to all functions needed to submit their production(s).

## Application

4. From the dashboard, users can start a new application for Pre-Production Registration Form (PRF).
5. After filling out all sections and providing all applicable information. Users can submit their PRF application to then be reviewed by DBEDT Administration.
6. If the application becomes approved by the DBEDT Administration, the status of the form becomes approved, and users can now begin the Hawaii Production Report (HPR) for the approved application.
7. Similarly, once the (HPR) is completed, users can submit this for approval.
8. Once the HPR is approved, payment will need to be made online before a certificate is issued.
9. Once the payment is submitted and certified, a certificate is issued for that production and the process is completed.

: Users can submit any number of PRF applications and any number of approved PRF applications can be submitted as an HPR.

# Creating an ehawaii.gov (Lala) account

1. Go To [Lala Account Creation](#)
2. Enter a valid email into the email field and click continue



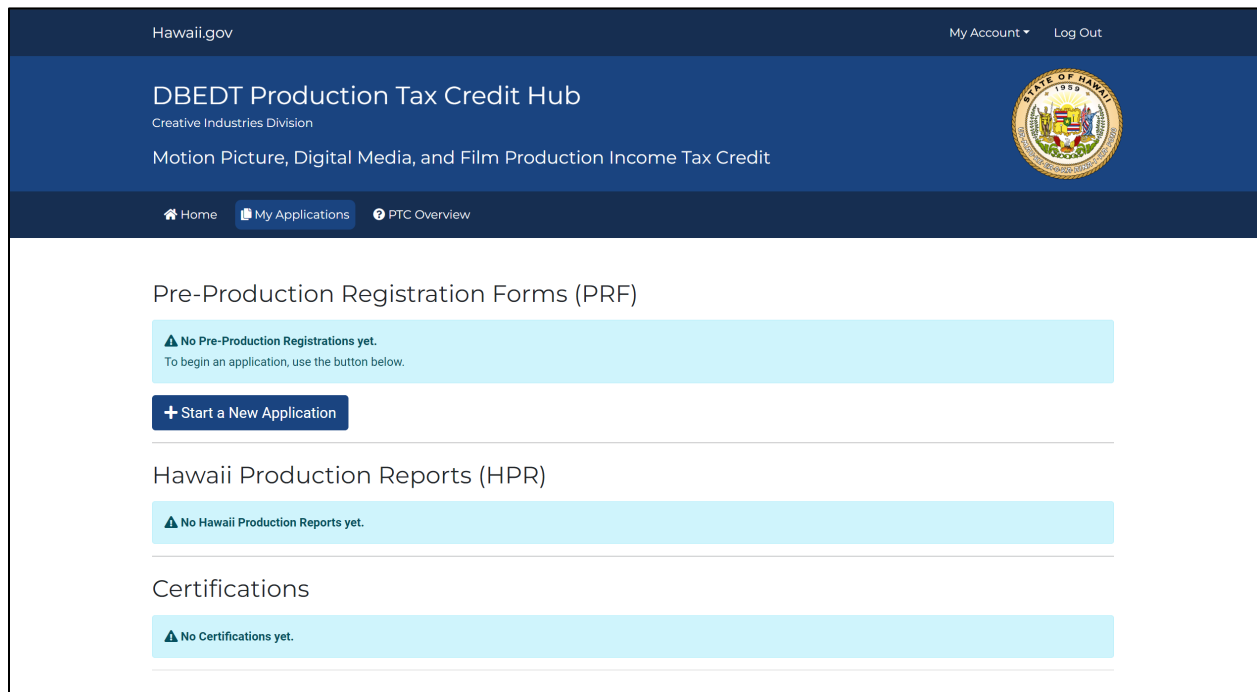
The screenshot shows the 'eHawaii.gov Account Services' page. The main heading is 'Create an Account' with a user icon. Below it, a link to 'Production Tax Credit Hub' is provided. The instruction 'Enter your email address and select Continue.' is followed by an email input field containing 'production@gmail.com'. A blue 'Continue' button with a checkmark is visible. On the right, a 'Support' section includes links for 'Need an account?' (Create Free Account) and 'Forgot your password?' (Retrieve Password), each with associated 'Help Video' and 'Transcript' buttons.

3. The user will then be brought to the account creation form where various fields must be filled out.
  - a. Fill out all required fields
  - b. Ensure a strong password is used according to the password guidelines (Click on the question mark for more information)
  - c. Agree to the Terms of Use
4. After the account is created you can now use this account to login to DBEDT to start the process

# New Online Applicants Dashboard

After logging in, users will be brought to the DBEDT Dashboard where they can manage their account, Submit Pre-Production Registration Forms (PRF) and Hawaii Production Reports (HPR), and Certifications.

As a new applicant, this dashboard will have no entries.





# Pre-Production Registration Forms (PRF) Statuses

Under the PRF section, users can view statuses, make edits, and perform other actions on any PRF applications that have been created by the user. Various statuses that can be seen are:

**Draft** – User has begun the PRF application but has not submitted it

ABCs	Draft	 Resume	 Withdraw
------	-------	--	--

- User can resume editing the application from a saved state
- User can withdraw application
- Draft will reach submitted status once the application has been completed and submitted

**Submitted** – User has submitted PRF application and awaits admin action

ABCs	Submitted	 View	 Print	 Withdraw
------	-----------	--	---	--






- User can view all contents of the submitted application
- User can download and print the application
- User can withdraw the application

**In Review** – Admin has begun review process of submitted PRF application

ABCs	In Review	 View	 Print	 Withdraw
------	-----------	--	---	--

- User can view all contents of the submitted application
- User can download and print the application
- User can withdraw the application

**Approval – Pending SOPP**

ABCs	Approval - Pending SOPP 	 View	 Print
		 Upload SOPP	 Withdraw

- User can view all contents of the submitted application
- User can download and print the application
- User can upload SOPP
- User can withdraw the application

**Approval – Final** - User’s submitted PRF application has been approved by admin

ABCs	Approval - Final	<a href="#">View</a> <a href="#">Print</a> <a href="#">Start HPR</a>
		<a href="#">Download Workforce</a>
		<a href="#">Withdraw</a>

- User can view approved application
- User can download and print the approved application
- User can download workforce (HPR) form
- User can withdraw the application
- This application now qualifies to be used in the Hawaii Production Reports (HPR) process

**Rejected** – Admin has rejected PRF application

ABCs	Rejected	<a href="#">View</a> <a href="#">Print</a> <a href="#">Withdraw</a>
------	----------	---

- User can view rejected application
- User can download and print the rejection application
- User can withdraw the rejected application

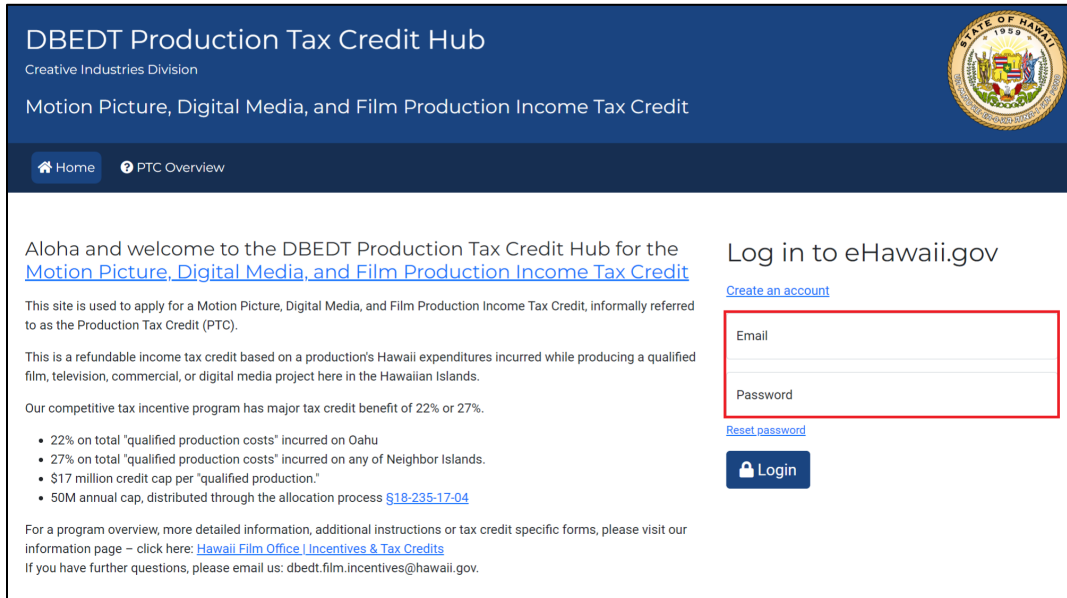
**Withdrawn** – User has withdrawn a PRF application

ABCs	Withdrawn	<a href="#">View</a>
------	-----------	----------------------

- User can view the withdrawn application

# Starting a New PRF Application

To start a new PRF Application, users must first login using an ehawaii.gov account from the home page.



The screenshot shows the DBEDT Production Tax Credit Hub home page. The header includes the title "DBEDT Production Tax Credit Hub" and the subtitle "Creative Industries Division". Below this is the text "Motion Picture, Digital Media, and Film Production Income Tax Credit". A navigation bar contains links for "Home" and "PTC Overview". The main content area is split into two columns. The left column contains a welcome message, a link to the "Motion Picture, Digital Media, and Film Production Income Tax Credit" page, and a list of bullet points detailing the tax credit benefits. The right column contains a "Log in to eHawaii.gov" section with a "Create an account" link, a login form with "Email" and "Password" fields, a "Reset password" link, and a "Login" button.

DBEDT Production Tax Credit Hub  
Creative Industries Division  
Motion Picture, Digital Media, and Film Production Income Tax Credit

Home PTC Overview

Aloha and welcome to the DBEDT Production Tax Credit Hub for the [Motion Picture, Digital Media, and Film Production Income Tax Credit](#)

This site is used to apply for a Motion Picture, Digital Media, and Film Production Income Tax Credit, informally referred to as the Production Tax Credit (PTC).

This is a refundable income tax credit based on a production's Hawaii expenditures incurred while producing a qualified film, television, commercial, or digital media project here in the Hawaiian Islands.

Our competitive tax incentive program has major tax credit benefit of 22% or 27%.

- 22% on total "qualified production costs" incurred on Oahu
- 27% on total "qualified production costs" incurred on any of Neighbor Islands.
- \$17 million credit cap per "qualified production."
- 50M annual cap, distributed through the allocation process [§18-235-17-04](#)

For a program overview, more detailed information, additional instructions or tax credit specific forms, please visit our information page – click here: [Hawaii Film Office | Incentives & Tax Credits](#)

If you have further questions, please email us: [dbedt.film.incentives@hawaii.gov](mailto:dbedt.film.incentives@hawaii.gov).

Log in to eHawaii.gov

[Create an account](#)

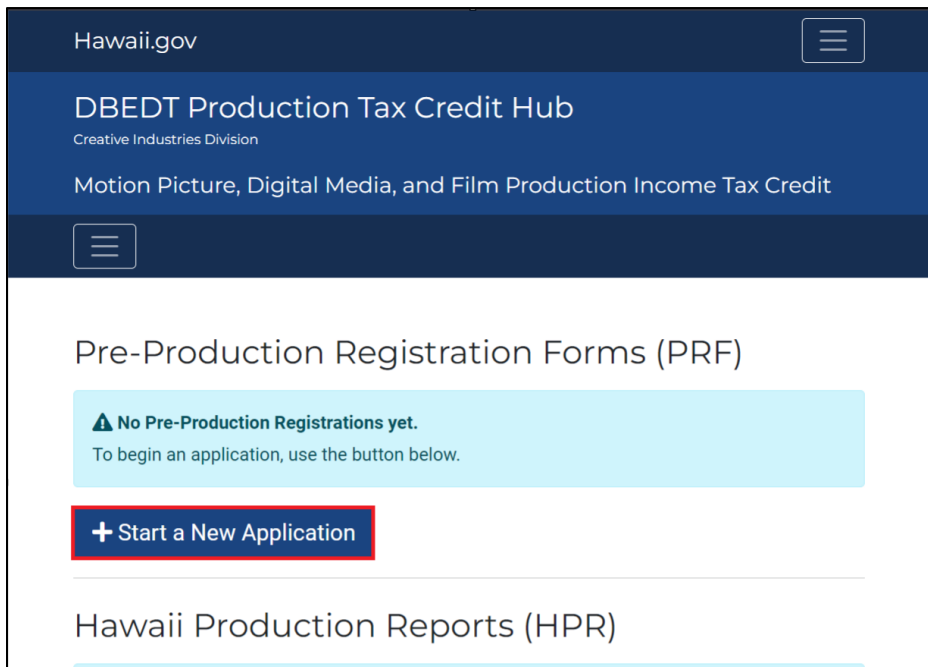
Email

Password

[Reset password](#)

Login

After logging in and being directed to the DBEDT Dashboard, Click on the “Start a New Application” to begin the application process.



The screenshot shows the DBEDT Production Tax Credit Hub dashboard. The header includes the title "DBEDT Production Tax Credit Hub" and the subtitle "Creative Industries Division". Below this is the text "Motion Picture, Digital Media, and Film Production Income Tax Credit". A navigation bar contains a hamburger menu icon. The main content area is split into two sections. The top section is titled "Pre-Production Registration Forms (PRF)" and contains a light blue box with a warning icon and the text "No Pre-Production Registrations yet. To begin an application, use the button below." Below this is a red button with a white plus icon and the text "Start a New Application". The bottom section is titled "Hawaii Production Reports (HPR)".

Hawaii.gov

DBEDT Production Tax Credit Hub  
Creative Industries Division  
Motion Picture, Digital Media, and Film Production Income Tax Credit

Pre-Production Registration Forms (PRF)

**No Pre-Production Registrations yet.**  
To begin an application, use the button below.

**+ Start a New Application**

Hawaii Production Reports (HPR)

Once clicked, users will be directed to the application for the Production Tax Credit Pre-Production Registration Form. This form has 14 sections all of which must be filled out before the PRF Application can be submitted.

Hawaii.gov

DBEDT Production Tax Credit Hub

Creative Industries Division

Motion Picture, Digital Media, and Film Production Income Tax Credit


Application for the Production Tax Credit  
Pre-Production Registration Form (PRF)

1) Production Information	Current Section
2) Filing Entity Information	✗ Incomplete
3) Type of Production	✗ Incomplete
4) Local Production Office Information	✗ Incomplete
5) Production Synopsis/Script Upload	✗ Incomplete
6) Target Release Date and Distribution Plan	✗ Incomplete
7) Target Hawaii Production Dates	✗ Incomplete
8) Estimated Budget	✗ Incomplete
9) Mandatory Workforce Development Contribution	✗ Incomplete
10) Hawaii Target Hiring Plan	✗ Incomplete
11) Additional Requirements for claiming the Production Tax Credit	✗ Incomplete
12) Confidentiality Request	✗ Incomplete
13) Signature	✗ Incomplete


As more sections are completed, they will be marked as such. Users can move between completed sections by clicking on the blue links that appear after the section has been completed. The next uncompleted section can also be moved to.

Creative Industries Division

Motion Picture, Digital Media, and Film Production Income Tax Credit



## Application for the Production Tax Credit Pre-Production Registration Form (PRF)

<a href="#">1) Production Information</a>	✓ Completed
<a href="#">2) Filing Entity Information</a>	✓ Completed
<a href="#">3) Type of Production</a>	✓ Completed
<a href="#">4) Local Production Office Information</a>	✓ Completed
<a href="#">5) Production Synopsis/Script Upload</a>	✓ Completed
<a href="#">6) Target Release Date and Distribution Plan</a>	✓ Completed
<a href="#">7) Target Hawaii Production Dates</a>	✓ Completed
<a href="#">8) Estimated Budget</a>	✓ Completed
<a href="#">9) Mandatory Workforce Development Contribution</a>	✓ Completed
<a href="#">10) Hawaii Target Hiring Plan</a>	✓ Completed
11) Additional Requirements for claiming the Production Tax Credit	 Current Section
12) Confidentiality Request	✗ Incomplete
13) Signature	✗ Incomplete
14) Review & Finalize	 Review

Additional Requirements for claiming the Production Tax Credit

**The Form Sections are as follows:**

- 1) Production Information
- 2) Filing Entity Information
- 3) Type of Production
- 4) Local Production Office
- 5) Production Synopsis/Script Upload
- 6) Target Release Date and Distribution Plan
- 7) Target Hawaii Production Dates
- 8) Estimated Budget
- 9) Mandatory Workforce Development Contribution
- 10) Hawaii Target Hiring Plan
- 11) Additional Requirements for claiming the Production Tax Credit
- 12) Confidentiality Request
- 13) Signature
- 14) Review & Finalize

## 1) Production Information

Production Information is a short section which marks the beginning of the PRF application. All fields shown are required.

### Production Information

Title of Production

Producer(s)

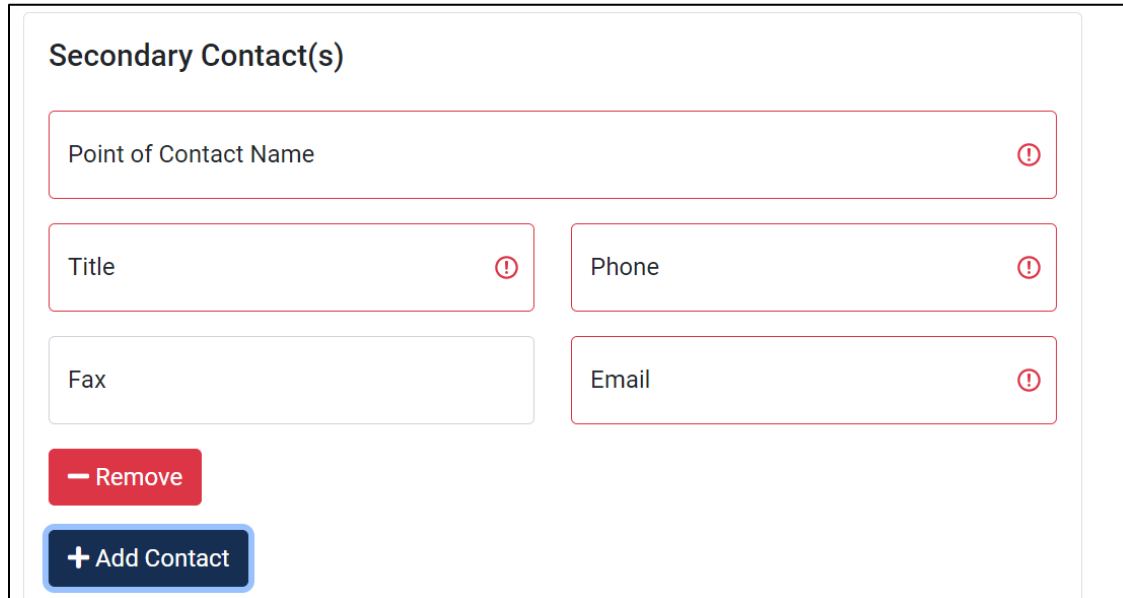
Director

Key Cast

## 2) Filling Entity Information

In this section, users can upload Filing Entity Information. Fields of note include the Secondary Contact(s) and Registration Statuses of DCCA and DOTAX.

For Secondary Contact(s) it is not required to have one. When adding a secondary contact Title, Phone, and Email fields will need to be filled out before the section can be submitted.



The screenshot shows a form titled "Secondary Contact(s)". It contains five input fields, each with a red exclamation mark icon indicating a required field: "Point of Contact Name", "Title", "Phone", "Fax", and "Email". Below the input fields are two buttons: a red "Remove" button and a blue "+ Add Contact" button.

When selecting Yes for either “Registered with DCCA” or Registered with DOTAX”, an upload field will appear which requires the submission of a file to prove registration for the respective organization. Leaving the sections set to No will not require file upload.



## Filing Entry Information Fields.

### Requires Fields

- Production Tax Year
- Filing Entity Name
- Tax Filing Designation
  - o Calendar Year Filer
  - o Fiscal Year Filer
- Filing Year (Period)
- Street
- City
- Country
- Zip Code
- Primary Contact - Point of Contact Name
- Primary Contact - Point of Contact Title
- Primary Contact – Phone
- Primary Contact – Email
- Entity Type
- Federal ID
- State Incorporated/Registered
- Registered with DCCA?
  - o Yes/ No
- Registered with DOTAX?
  - o Yes/ No

### Optional Fields

- State
- Primary Contact – Fax
- Secondary Contact(s)
  - o Secondary fields become required if secondary contact is added
- General Excise Tax Number

### File Uploads

- If Selected “Yes” for “Registered with DCCA?”
  - o **(Required)** Upload: DCCA – Certificate of Authority File(s)
- If selected “Yes” for “Registered with DOTAX?”
  - o **(Required)** Upload: DOTAX: GET-LETTER ID File(s)

### 3) Type of Production

Productions can declare their type of production from the types provided. For Feature Film, Short Film, or Streaming, there is an option to (but not required) to further specify the production.

#### Production Type(s)

- ☒ Feature Film      ☐ Narrative    ☐ Documentary    ☐ Experimental    ☐ Student
- ☐ Short Film      ☐ Narrative    ☐ Documentary    ☐ Experimental    ☐ Student
- ☐ Streaming      ☐ Streaming Feature Film    ☐ Streaming Series
- ☐ 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

#### 4) Local Production Office Information

Within this section all fields except Fax and Website of Production are required.

Productions can also allow the Hawaii Film Office to publish local production office information on their website. Checking the box next to the type of information authorizes the film office to publish. This field is not required.

**Permission to publish local production office information on Hawaii Film Office website, hawaiiifilmoffice.com:**

Check all that apply

- ☐ Address
- ☐ Main Phone
- ☐ Fax
- ☐ Email
- ☐ Website

#### 5) Production Synopsis/Script Upload

Productions are required to write a detailed Synopsis of Production as well as submit a script upload in PDF format with file size under 32 MB.

#### 6) Target Release Date and Distribution Plan

Production must select one of the distribution plans before continuing. Target Release Date is not required but must be a valid date. Release Notes are also not required.

## 7) Target Hawaii Production Dates

The Production Year 1 field will automatically fill out depending on the Production Tax Year. Pre-Production, Shoot, Wrap, and Post dates must be filled along with the % Shot in Hawaii for the Shoot and Post fields.

Target Hawaii Production Dates

☐ This is a multi-year production

Year 1 (Production Tax Year)  
2028

Pre-Production

Pre-Production Begin  
mm/dd/yyyy

Pre-Production End  
mm/dd/yyyy

# of Days

Shoot

Shoot Begin  
mm/dd/yyyy

Shoot End  
mm/dd/yyyy

# of Days

% Shot in Hawaii

Wrap

Wrap Begin  
mm/dd/yyyy

Wrap End  
mm/dd/yyyy

# of Days

Post

Post Begin  
mm/dd/yyyy

Post End  
mm/dd/yyyy

# of Days

% of Post Done in Hawaii

If the “This is a multi-year production” box is checked. A field identical to the Year 1 Timeline appears and must be filled out in a similar manner.

If a Target Release Date was chosen in section 6) Target Release Date and Distribution Plan, all of the production dates must be before this date. If this is not the case, both sections 6) and 7) will display an error requesting that either the Target Release Date or offending production date be changed to resolve this conflict.

Preproduction dates must start before all other sections start dates. Besides these restrictions, production windows can overlap in their time windows.

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DBEDT Production Tax Credit Hub User Manual

## 8) Estimated Budget

Production can enter a total project budget and then declare what portions of this budget are being used for production in Hawaii. Oahu, Big Island, Maui, Kauai, Molokai, and Lanai are all islands which can have a budget dedicated to them. Additional islands not listed can be stated as well.

Year 1 Total Hawaii Estimated Budget

\$0.00

Fill in by island breakdown first to generate the Hawaii budget total for year 1

Year 1 - Breakdown by Island

\$ Oahu	\$ Big Island
\$ Maui	\$ Kauai
\$ Molokai	\$ Lanai
Any other island not listed	\$ Budget

If the production is a multi-year production, the breakdown by island section will duplicate for each production year. Users can also upload an estimated budget breakdown. This is not required.

## 9) Mandatory Workforce Development Contribution

Production must declare types of Workforce Development contributions they plan to make. It is required that at least one Workforce Contribution is selected. If Other is selected, a description must be provided.

- ☐ 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 Other

## 10) Hawaii Target Hiring Plan

In this section, Production can list out its hiring plan depending on the type of hires as well as the quantity of local and non-local hires for each position. If the form has been filled out as a multi-year production, hiring plans must be filled out for all years. If Other categories are added, a quantity must also be supplied.

Productions can also, list what efforts will be taken to hire Hawaii residents and applicable Unions in accordance with ([HAR §18-253-17-16](#)):. This is not required.

## 11) Additional Requirements for claiming the Production Tax Credit

In this section, Productions must understand and acknowledge all requirements in accordance with various policies (list policies?). All requirements must be acknowledged.

## 12) Additional Requirements for claiming the Production Tax Credit

In this section Production can choose to submit a Confidentiality Request on the application. If the “No information submitted on this application is subject to any confidentiality requirement” is selected, then the user can proceed to the next section. If Production wishes for information to be kept confidential, they can specify types of information that is wished to be omitted as well as an upload field for a Confidentiality Request Letter.

### Confidentiality Request

☐ No information submitted on this application is subject to any confidentiality requirement

☒ Certain information submitted on this application is confidential

Please specify the sections 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.

Check all that apply

- ☐ Filing Entity Information
- ☐ Production Information
- ☐ Local Production Information
- ☐ Target Hawaii Production Information
- ☐ Estimated Budget
- ☐ Target Hawaii Hiring Plan
- ☐ Mandatory Workforce Development Contribution
- ☐ Post Production Agreements

**Upload Confidentiality Request letter**

Choose File

No file chosen



### 13) Signature

Production must sign the application with Name, Phone, Title, and Email. All fields are required.

Signature

Name

Phone

Title

Email

## 14) Review & Finalize

Once all Application sections have been filled out, all information will be presented in this section. From here the user can view and edit any section to verify that all information entered and choices selected are accurate. Once the user verifies all of this, then they can submit the application at the bottom of the section.

### Signature

Edit

Name

test

Phone

(241) 215-1515

Title

test

Email

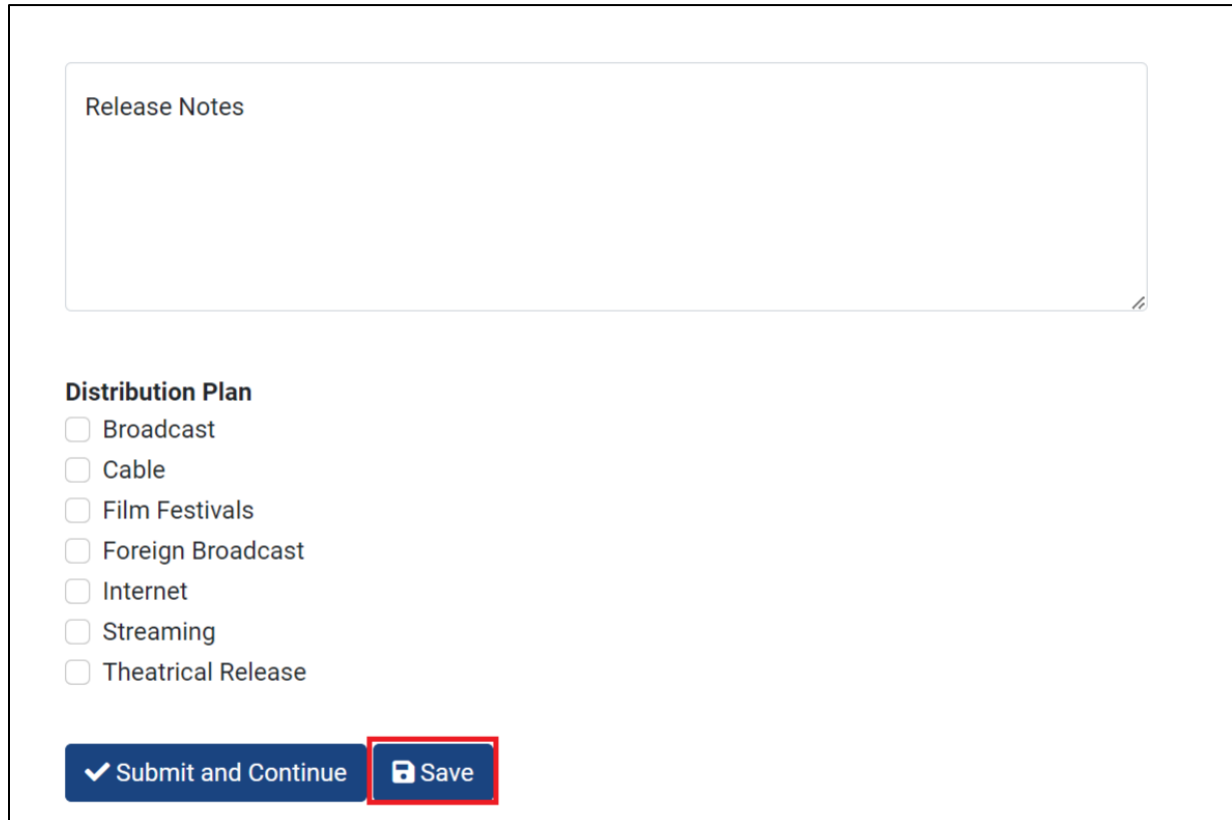
ethan2@ehawaii.gov

✓ Submit Application

Once the user submits the application, they will be directed back to the User Dashboard where they can now see the Application and current status under the PRF section.

## Saving and Resuming Editing PRF


The PRF form can be saved at any time. There is a save button located near the submit and continue button in each section.



The screenshot shows a form with two main sections. The first section is titled "Release Notes" and contains a large text area. The second section is titled "Distribution Plan" and contains a list of radio button options: Broadcast, Cable, Film Festivals, Foreign Broadcast, Internet, Streaming, and Theatrical Release. At the bottom of the form, there are two buttons: "Submit and Continue" and "Save". The "Save" button is highlighted with a red box.

If the section is incompletely filled out or you wish to do it later, clicking save will move you forward to the next section and save all entered fields for that section.

If you leave the form and click the Resume button from your dashboard, all data up to the point where you last saved will be present. Edits done on an unsaved section will be lost.



The screenshot shows a dashboard with a header bar. On the left, it says "ABCs". In the center, it says "Draft". On the right, there are two buttons: "Resume" (with a pencil icon) and "Withdraw" (with a red circle and slash icon).

Clicking on the "Resume" button will direct you to the application editing page where you can continue editing the form till completion.

# Hawaii Production Report (HPR)

After a PRF application is approved, Productions can begin the process to submit it as a Hawaii Production Report (HPR). Many of the sections of the HPR transfer over from the PRF with a few additional sections that must be filled out.

## **The forms sections are as follows:**

- 1) Production Information
- 2) Filing Entity Information
- 3) Type of Production
- 4) Production Entity
- 5) Verification Review/CPA
- 6) Release Date and Distribution Plan
- 7) Hawaii Production Dates
- 8) Expenditure Breakdown
- 9) Hawaii Qualified Expenditures by Category
- 10) Payroll - Amount by Category
- 11) Hiring Report
- 12) Workforce Development Contribution Report
- 13) Additional Requirements for claiming the Production Tax Credit
- 14) Confidentiality Request
- 15) Signature
- 16) Review & Finalize

# Hawaii Production Reports (HPR) Statuses

HPR contains statuses that are identical to the PRF. However, HPR does not have all the statuses of the PRF application.

**Draft** – User has begun the PRF application but has not submitted it

ABCs	Draft	 Resume	 Withdraw
------	-------	--	--

- User can resume editing the application from a saved state
- User can withdraw the application
- Draft will reach submitted status once the application has been completed and submitted

**Submitted** – User has submitted PRF application and awaits admin action

ABCs	Submitted	 View	 Print	 Withdraw
------	-----------	--	---	--



- User can view all contents of the submitted application
- User can download and print the application
- User can withdraw the application

**Withdrawn** – User has withdrawn a PRF application

ABCs	Withdrawn	 View
------	-----------	--

- User can view the withdrawn application

**In Review** – Application is in review by DBEDT

ABCs	In Review	 View	 Print
------	-----------	--	---

- User can view the application
- User can download and print the application

**Approved – Pending Payment of HFO Fee** – Application has been approved and waiting payment

ABCs	Approved - Pending Payment of HFO Fee	<a href="#">View</a>	<a href="#">Print</a>
		<a href="#">Pay HFO Fee</a>	

- User can view the application
- User can download and print the application
- User can submit payment

**Approved – Pending Certification** – Application has been paid and awaiting certification

ABCs	Approved - Pending Certification	<a href="#">View</a>	<a href="#">Print</a>
------	-------------------------------------	----------------------	-----------------------

- User can view the application
- User can download and print the application

**Approved – Finalized – Certification Issued** – Certificate has been issued by DBEDT

test	Approved - Finalized - Certification Issued	<a href="#">View</a>	<a href="#">Print</a>
------	--	----------------------	-----------------------

- User can view the application
- User can download and print the application
- User can download the certificate under Certifications section

# Starting a Hawaii Production Reports (HPR)

## 1) Production Information

The Production Information section is identical to the PRF application, and all text entered will automatically be entered in the field.

## 2) Filing Entity Information

All fields of the Filing Entity Information are identical to the PRF except for the addition of the Accounting Method. After making this selection this section will be fully filled out.

Note: When processing the second year HPR filing of a Multi-year production, attachments will need to be re-uploaded

## 3) Type of Production

The Type of Production section will prepopulate based on selections in the PRF. There are no additional fields.

## 4) Production Entity

Production Entity will be filled out using information supplied in the Local Production Office Information Section.

## 5) Verification Review/CPA

In this section productions can choose to submit proof of a Completed Verification Review/CPA. This can be done by choosing "Yes" from the options and filling out all the fields that appear. A field for uploading proof of verification must also be completed. If "No" then no additional fields will appear and the user can move onto the next section.

Note: The second year HPR filing of a Multi-year production will begin here.

Attachments will need to be re-uploaded as well.





## 6) Release Date and Distribution Plan

Target Release Date and Distribution Plan will be transferred from the PRF application. The “Shoot Locations” and “Problems Encountered/Solved” are two new fields. The “Shoot Locations” field must be filled out to be able to move on from this section.

### Target Release Date and Distribution Plan

Target Release Date  
11/11/2027

**Distribution Plan**

☒ Broadcast

☐ Cable

☐ Film Festivals

☐ Foreign Broadcast

☐ Internet

☐ Streaming

☐ Theatrical Release

Shoot Locations

Problems Encountered/Solved

✓ Submit and Continue

Save

## 7) Hawaii Production Dates

The Production Dates are completely transferred from the PRF. It will show all production stages inputted as well as show multiyear productions. If no changes to the Production Dates were made, this section can be submitted as is.

## 8) Expenditure Breakdown

The budget and breakdown by island will be transferred from the PRF application. In the HPR section, the Expenditure Breakdown must be uploaded. There are options for multiple expenditure breakdown to be uploaded but only one is required.

**Total Estimated Tax Credit**

\$	Oahu Estimated Tax Credit 0.00
\$	Neighbor Island Estimated Tax Credit 0.00
\$	Total Estimated Tax Credit 0.00

\* this is not an official allocation amount - see [§18-235-17-04](#) on how allocation is determined

**Expenditure breakdown**

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

## 9) Hawaii Qualified Expenditures by Category

Productions can list out In/Out of State expenditures of the categories listed on the form. Sections include:

- Air Travel
- Construction
- Equipment Rentals
- Purchase of Materials
- Warehouse/Storage
- Business/Professional Service
- F&B/Catering
- Hotel/Accommodations
- Other

Options to upload expenditure detail backup files is provided.

### Payroll

\$	Purchased in Hawaii	0.00	\$	Imported/Out of State		\$	Total	0.00
----	---------------------	------	----	-----------------------	--	----	-------	------

\* Please ensure that the payroll total matches the total amount of payroll in section 10.

## 10) Payroll – Amount by Category

Productions can list out Payroll for various Personnel (1099) ATL/BTL and Personnel (W-2) ATL/BTL. Hawaii Residents and Non-residents must be accounted for. If the production is a multi-year production payroll for all years can be filled out.

### Payroll - Amount by Category

<b>Year 1 - Above the Line (ATL)</b>		
<b>Personnel (1099) ATL</b>		
\$ <input type="text" value="Hawaii Residents"/>	\$ <input type="text" value="Non-Residents"/>	\$ Personnel (1099) ATL - Total 0.00
<b>Personnel (W-2) ATL</b>		
\$ <input type="text" value="Hawaii Residents"/>	\$ <input type="text" value="Non-Residents"/>	\$ Personnel (W-2) ATL - Total 0.00
<b>ATL Total Paid Out</b>		
\$ Residents - ATL Total 0.00	\$ Non-Residents - ATL Total 0.00	\$ ATL Total 0.00
<b>Year 1 - Below the Line (BTL)</b>		
<b>Personnel (1099) BTL</b>		
\$ <input type="text" value="Hawaii Residents"/>	\$ <input type="text" value="Non-Residents"/>	\$ Personnel (1099) BTL - Total 0.00
<b>Personnel (W-2) BTL</b>		
\$ <input type="text" value="Hawaii Residents"/>	\$ <input type="text" value="Non-Residents"/>	\$ Personnel (W-2) BTL - Total 0.00
<b>BTL Total Paid Out</b>		
\$ Residents - BTL Total 0.00	\$ Non-Residents - BTL Total 0.00	\$ BTL Total 0.00
<b>Year 1 - ATL + BTL = Totals</b>		
\$ Total (Residents) 0.00	\$ Total (Non-Residents) 0.00	\$ Total (Residents + Non-Residents) 0.00

\* Please ensure the total amount of payroll matches the payroll total in section 9.

Option to upload related payroll backup detail is provided as well. Payroll

### Upload all related payroll backup detail

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

## 11) Hiring Report

This section transfers over Hawaii and Non-Resident hiring numbers from the PRF application. Productions must account for every hire by listing the number of Hawaii Resident and Non-Residents are working at any particular role. The total number of hires must match the total number of Hires by Department.

Hawaii Resident vs. Non-Resident Hires by Category		
Above-the-line (directors, producers, writers, principal cast)	<div>Hawaii Residents1</div>	<div>Non-Residents1</div>
Talent (excl. principal cast; incl. supporting cast, extras)	<div>Hawaii Residents1</div>	<div>Non-Residents1</div>
Department heads and keys	<div>Hawaii Residents1</div>	<div>Non-Residents1</div>
Below-the-line crew (excluding dept. heads and keys)	<div>Hawaii Residents1</div>	<div>Non-Residents1</div>
<div>Other - Specify Category</div>	<div>Hawaii Residents</div>	<div>Non-Residents</div>
<div>Other - Specify Category</div>	<div>Hawaii Residents</div>	<div>Non-Residents</div>
<div>Other - Specify Category</div>	<div>Hawaii Residents</div>	<div>Non-Residents</div>
<div>Other - Specify Category</div>	<div>Hawaii Residents</div>	<div>Non-Residents</div>
	<div>Total HI Residents4</div>	<div>Total Non-Residents4</div>
		<div>Total hires in Hawaii8</div>

The Hawaii Resident vs. Non-Resident Hires by category is transferred.

Assuming no changes to the initial hiring amount has changed, production can begin to list their hires by department account for Hawaii vs. Non-Resident quantities.

## 11) Hiring Report (cont.)

Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0
<b>Construction</b>		<b>Special Effects</b>		Other - Specify Department	
Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0
<b>Costume</b>		<b>Stand-Ins</b>		Other - Specify Department	
Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0
<b>Electric</b>		<b>Storyboard Artist</b>		Other - Specify Department	
Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0
<b>Greens</b>		<b>Stunts</b>		Other - Specify Department	
Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0	Hawaii Residents 0	Non-Residents 0
Total HI Residents 0			Total Non-Residents 0		Total hires in Hawaii 0

The totals listed under the Hawaii Resident vs. Non-Resident Hires by Department must match that of the section above.

After accounting for all hires by department. Productions must account for all Hawaii Resident Hires by County Residency. Once this is done the section is complete.

**Hires by County Residency (enter '0' if none apply)**

<b>Honolulu County (Oahu)</b> Resident Hires 0	<b>Kauai County</b> Resident Hires 0
<b>Hawaii Island County</b> Resident Hires 0	<b>Maui County (Lanai, Maui, Molokai)</b> Resident Hires 0
Total hires in Hawaii 0	

## 12) Workforce Development Contribution Report

Productions will detail their workforce contributions by first selecting the method of workforce contribution they have chosen to do.

**Type(s) of Contribution(s)**

- ☐ Financial contribution to Hawaii university, public/charter school
- ☐ In-kind donation to Hawaii university, public/charter school (describe, including equivalent monetary value)
- ☐ Educational Program with Hawaii university, public/charter school
- ☐ Educational Program with local labor union chapter
- ☐ Workshop / Seminar with Hawaii Film Office
- ☐ Other (describe)

Depending on the Type(s) of Contribution(s) selected, additional fields will appear which will be required before the submission of this section. Selecting options within these sections can also produce more fields to be completed. For example,

☒ In-kind donation to Hawaii university, public/charter school (describe, including equivalent monetary value)

School/Arts Program

☒ Camera/sound equipment

Camera/Sound equipment

☐ Editing/post equipment

☐ Grip/electric equipment

☐ Computer hard/software

☐ Props/set dressing

☐ Costumes

☐ Other

Selecting the “In-kind donation...” option will provide additional fields to detail what equipment or goods will be donated. Selecting said good will then prompt the detailing of what is being provided.

### 13) Additional Requirements for claiming the Production Tax Credit

Productions will need to Acknowledge the Tax Advisory Notices via [HAR §18-235-17-18](#).

#### **Tax Advisory Notices**

- ☐ Tax Advisory Notices of Hawaii State income tax obligations were given to all resident and non-resident contractors, vendors, loan-out companies, or any other agent performing work in the State of Hawaii who do not have General Excise Tax (GET) licenses. Tax advisories Should be signed and dated by recipients and returned to the production.

Reference: (TA 2019-15; [HAR §18-235-17-18](#))

Production will also have the option to upload additional documentation.

#### **Add for the following backup documents to be uploaded where applicable**

- ☐ Signed Use Tax Sworn Statement
- ☐ Use Tax List
- ☐ Vendor List
- ☐ Loan Out List
- ☐ Petty Cash List
- ☐ Crew List
- ☐ Verification of Education/Workforce Development Contribution Fulfillment
- ☐ End Credit Proof - Screen Shot
- ☐ Other

When an option is selected, a field for file upload will appear. If an option is selected, a file must be uploaded moving to the next section.



## 14) Confidentiality Request

This section is identical to the Confidentiality Request section featured in the PRF section of the form. If certain information is chosen to be made confidential, then the production must specify and upload a Confidentiality Request letter. If no request is needed, then users can move onto the next section.

## 15) Signature

This section is required to be filled out to submit the HPR application. This information will appear on the Certification provided after the HPR application is approved.

### Certification

Name

Phone

Title

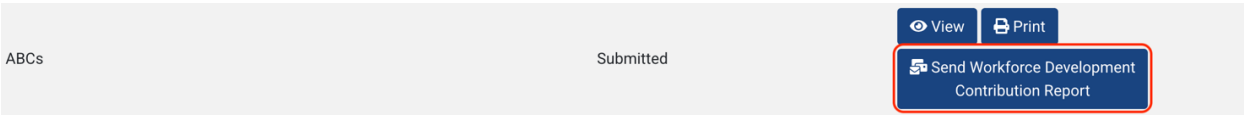
Email

## 16) Review & Finalize

Productions can view all sections and verify that all information provided is accurate. Once done, users can click “Submit Application” to submit their HPR application.

## 17) Workforce Development Contribution Report eSign

After the HPR application is submitted, users can send the Workforce Development Contribution Report to an organization they contributed to by clicking on the “Send Workforce Development Contribution Report” button.



Fill in the required fields then click “Send Report”.

### Send Workforce Development Contribution Report

Send the Workforce Development Contribution Report to a representative to be eSigned.

Production Name:

ABCs

Email: \*

Enter email address

Recipient Name: \*

Enter recipient name

School/Organization: \*

Enter school or organization

Specific Program: \*

Enter specific program

Send Report

Cancel

After the organization representative has eSigned the Workforce Development Contribution Report, the HPR application is updated with the representative’s signature.

## Saving and Resuming Editing HPR

The HPR form can be saved at any time. The process and functionality are identical to that of the PRF section.

Release Notes

**Distribution Plan**

☐ Broadcast
☐ Cable
☐ Film Festivals
☐ Foreign Broadcast
☐ Internet
☐ Streaming
☐ Theatrical Release

✓ Submit and Continue

Save

If the section is incompletely filled out or you wish to do it later, clicking save will move you forward to the next section and save all entered fields for that section.

If you leave the form and click the Resume button from your dashboard, all data up to the point where you last saved will be present. Edits done on an unsaved section will be lost.

ABCs

Draft

Resume

Withdraw




Clicking on the “Resume” button will direct you to the application editing page where you can continue editing the form till completion.

## Fees and Payment

Each taxpayer claiming a tax credit under this section shall submit to the Department of Business, Economic Development, and Tourism a fee for the motion picture, digital media,

and film production income tax credit in an amount equal to 0.2 percent of the tax credit claimed by the qualified production no later than the deadline stated in subsection (c). See sub-section (k) [HRS 234-17](#).

Payment can be submitted online at the DBEDT Dashboard next to the respective approved production.


Status	Action
Approved - Pending Payment of HFO Fee	<div><div> View</div><div> Print</div><div> Pay HFO Fee</div></div>

## Certification

The Certificate can be downloaded and printed once payment has been completed and DBEDT has certified and uploaded your Certificate.

The Certificate can be downloaded under the Certification section of the dashboard.

### Certifications

Title	Status	Action
test	Approved - Finalized - Certification Issued	<div> Get Certificate</div>