

**MANITOBA FILM AND VIDEO PRODUCTION TAX CREDIT**  
**COST-OF-SALARIES CREDIT**

**CHECKLIST FOR ADVANCE CERTIFICATE OF ELIGIBILITY AND CERTIFICATE OF COMPLETION (to be submitted to MFM)**

1. Completed, signed (by an authorized person), and dated application (**for Certificate of Completion only** include the required Application Fee if principal photography began after August 31, 2017);
2. Completed Form B (Cost-of-Salaries Credit) SUMMARY of Eligible Manitoba Labour Expenditures;

**For Advance Certificate of Eligibility:**

The applicant corporation will need to provide a Form B (Cost-of-Salaries Credit) *Summary of Eligible Manitoba Labour Expenditures* for the fiscal year in question, accompanied by an **approved Notarized Affidavit** (Form G) confirming the labour claimed.

**For Certificate of Completion:**

**PLEASE NOTE: Form B (Cost-of-Salaries Credit) for the Completion Certificate MUST INCLUDE the labour for THE ENTIRE PRODUCTION, separated BY FISCAL YEAR. Another copy must be provided as a cumulative summary of all years.**

When Manitoba Film & Music is an equity investor, the applicant corporation will need to provide Manitoba Film & Music with an **audited** Form B (Cost-of-Salaries Credit) *Summary of Eligible Manitoba Labour Expenditures*, prepared by a certified accountant independent of the applicant corporation, for productions with a budget greater than \$500,000. For productions with budgets ranging from \$200,000 to \$500,000, a **review engagement report** for labour costs will suffice. For productions with a budget of less than \$200,000, Manitoba Film & Music will request only that the applicant corporation provide an **approved Notarized Affidavit** (Form E) attesting to the value of the Manitoba labour expenditures being claimed.

When Manitoba Film & Music is NOT an equity investor, the applicant corporation will need to provide a Form B (Cost-of-Salaries Credit) *Summary of Eligible Manitoba Labour Expenditures* accompanied by a Manitoba Film & Music **approved Notarized Affidavit** (Form F).

**Do not submit** the detailed Form B (1) *Report of Eligible Manitoba Labour Expenditures* to Manitoba Film & Music. **FORM B (1) IS SUBMITTED ONLY TO THE CANADA REVENUE AGENCY.**

3. When Manitoba Film & Music is an equity investor, an **audited** Statement of Production Costs is required for productions with a budget greater than \$500,000, while a **review engagement report** (as defined in Sections 8100 and 8200 of the CICA Handbook) will be accepted for productions with budgets ranging from \$200,000 to \$500,000. For productions with a budget of less than \$200,000, the applicant corporation is required to provide an **approved Notarized Affidavit** (Form E) attesting to the final cost and eligible MB labour expenditures of the production. **For an Advance Certificate of Eligibility**, a Current Cost Report must be submitted accompanied by an **approved Notarized Affidavit** (Form G);
4. If applicable, Actual List of Deemed Labour (Form D), signed by unions/guild/FTM (should already be on file with Manitoba Film & Music; please notify MFM immediately if this is not the case);

5. Declarations of Manitoba Residency for all individuals whose labour is claimed in the application (NOTE: These declarations are not required to be submitted but must be available upon request);
6. Final Detailed Cost Report upon which the Summary of Eligible MB Labour Expenditures is based (indicating the eligible Manitoba labour expenditures);
7. Completed Breakdown of Total Manitoba Expenditures (Form B (2)). When Manitoba Film & Music is an equity investor, an **audited** Breakdown of Total Manitoba Expenditures (Form B (2)) is required for productions with a budget greater than \$500,000, while a **review engagement report** will be accepted for productions with budgets ranging from \$200,000 to \$500,000. For productions with a budget of less than \$200,000, the applicant corporation is required to provide an **approved Notarized Affidavit** (Form E). **For an Advance Certificate of Eligibility**, the Form B (2) should be prepared based on the total budget; and therefore, would not be audited;
8. **For Certificate of Completion only**, one (1) DVD or Blu-ray copy of the production. In the case of a series, one (1) complete DVD or Blu-ray set. When MFM is an equity investor, one (1) Digital Betacam copy is also required (for series, one (1) Digital Betacam with select episodes is required). If a copy is not yet available, at Manitoba Film & Music's sole discretion, a letter confirming the production is completed and ready for distribution may be accepted from an industry recognized broadcaster or a distributor in the interim;
9. **For Certificate of Completion only**, final head and tail screen credits of the production confirming the inclusion of the required Manitoba tax credit screen credit language and logo (or, in the case of a series, of each episode);
10. Copy of the Federal Canadian Film or Video Production Tax Credit (CPTC) or Federal Film or Video Production Services Tax Credit (PSTC) - Certificate of Completion Part B (or a copy of the application - Section 5A and B if the certificate is not available), if applicable;
11. If applicable, any documentation indicating a change of control to the corporation or its corporate structure, which has occurred after the date on which the Part A application has been submitted.

*If applying for the Frequent Filming Bonus:*

12. Frequent Filming Bonus Eligibility Form;
13. Official verification of the share ownership of the applicant corporation and of the applicant corporations for the 2 prior films being referenced;
14. Declaration of Principal Owner identifying the Principal Owner for the applicant film and for the 2 prior films, according to requirements as defined in the legislation and guidelines;

*If applying for the Rural Bonus:*

15. Daily Production Reports to verify the shooting locations may be requested, but are not required to be submitted with the application.

Manitoba Film & Music reserve the right to request any additional information that is deemed necessary in order to process the Advance and Completion applications.

**It is the applicant corporation's responsibility to ensure that all required information and documentation is provided and complies with the legislation and guidelines for the program. Audited and reviewed engaged reports must comply with the audit guidelines for the program. Manitoba Film & Music will not accept applications and documentation that do not conform to the legislation and guidelines.**

The above information is collected in accordance with section 7.5 (1) to 7.9 of *The Income Tax Act* (Manitoba). Pursuant to *The Freedom of Information and Protection of Privacy Act*, the information will only be used and disclosed as necessary for the purpose of administering the Manitoba Film and Video Production Tax Credit and in addition the information may be provided to the Canada Revenue Agency under applicable statutory authority for the purpose of the administration and enforcement of *The Income Tax Act* (Canada) or *The Income Tax Act* (Manitoba).