TEXAS EXPENDITURES WORKSHEET INSTRUCTIONS

Feature Films ★ Television ★ Reality TV ★ Commercials
Video Games ★ Visual Effects ★ Animation ★ XR

www.gov.texas.gov/film/page/miiip_forms_guidelines
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Effective Dates: Sep. 1, 2021 - Aug. 31, 2023
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OVERVIEW

These instructions are to ensure you properly format Expenditure Worksheets as part of an acceptable documentation submission for the Texas Moving Image Industry Incentive Program audit review process. Follow these specific instructions carefully, and in doing so you will avoid unnecessary delays in the review process and shorten the turnaround time it takes to determine your project’s incentive payment.

EXPENDITURE WORKSHEETS

Expenditure Worksheets list the Texas expenditures that you are submitting for the audit. Applicants are responsible for creating Expenditure Worksheets, populated only with eligible Texas expenditures, for a project’s payroll, vendor expenditures, petty cash, and journal entries as well as lists of production cast, crew, and locations. [See Program Guidelines for examples of acceptable expenditure backup.]

Expenditure Worksheets should not be confused with the documentation required to verify eligible Texas expenses. Expenditure Worksheets that are incomplete or incorrectly formatted for the purposes of audit review will cause the project to be removed from the audit queue and returned to the applicant.

Worksheet Requirements

- All worksheets must be in Excel format.
- Each Excel worksheet will have a Submitted Total.
- Backup documentation must be in the same order as the expenditures submitted on the worksheets.
- Include only required columns and rows on worksheets.
  - Do not include or otherwise hide ineligible expenditures or place filters on worksheets.
  - Format percentages and decimals to two places.
  - Do not use coloring.
  - Do not add hyperlinks.
- Imported worksheets from an accounting module or payroll report must still be formatted according to TFC instructions.

Worksheets for all types of expenditure submissions are addressed in these instructions, though you may not use them all for your particular submission.

QUESTIONS?

Please contact a TFC Incentives Team representative.
(512) 463-9200
filmincentive@gov.texas.gov
3rd Party or in-House Payroll Worksheet

Use this worksheet to submit wages, taxes, and fringes for cast and crew paid by a 3rd party payroll company or paid in-house. The Excel 3rd Party Payroll Worksheet must be formatted as indicated below. The information may be exported from the payroll register, production company software or created by the applicant.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Ref Number</th>
<th>Name (Last, First)</th>
<th>Position</th>
<th>DTR Form</th>
<th>Gross Wages</th>
<th>OASDI</th>
<th>MEDI</th>
<th>FUI</th>
<th>SUI</th>
<th>PH&amp;W</th>
<th>Vac &amp; Hol</th>
<th>Mileage</th>
<th>Kit Rental</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2021</td>
<td>1291</td>
<td>Clothing, Jack</td>
<td>Wardrobe</td>
<td>Y</td>
<td>$1,810.00</td>
<td>$111.40</td>
<td>$26.10</td>
<td>$10.80</td>
<td>$40.86</td>
<td>$282.00</td>
<td>$120.72</td>
<td>$60.80</td>
<td>$100.00</td>
<td>$2,552.88</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>1291</td>
<td>Doe, John</td>
<td>PA</td>
<td>Y</td>
<td>$400.00</td>
<td>$24.80</td>
<td>$5.80</td>
<td>$2.40</td>
<td>$9.08</td>
<td>$32.00</td>
<td>$120.72</td>
<td>$60.80</td>
<td>$100.00</td>
<td>$237.04</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>1291</td>
<td>Prop, Jane</td>
<td>Art Director</td>
<td>Y</td>
<td>$4,250.00</td>
<td>$263.50</td>
<td>$61.63</td>
<td>$25.50</td>
<td>$96.48</td>
<td>$470.00</td>
<td>$54.12</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$5,271.23</td>
</tr>
<tr>
<td>9/15/2021</td>
<td>1296</td>
<td>Doe, John</td>
<td>PA</td>
<td>Y</td>
<td>$400.00</td>
<td>$24.80</td>
<td>$5.80</td>
<td>$2.40</td>
<td>$9.08</td>
<td>$32.00</td>
<td>$70.15</td>
<td></td>
<td>100%</td>
<td>$544.23</td>
</tr>
<tr>
<td>9/15/2021</td>
<td>1306</td>
<td>Thomas, Michael</td>
<td>Grip</td>
<td>Y</td>
<td>$2,700.00</td>
<td>$167.40</td>
<td>$39.15</td>
<td>$216.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td>$2,810.98</td>
</tr>
</tbody>
</table>

*Column used primarily by Digital Media [Animation, Video Game, VFX or XR] projects. Not all projects require a Time Allocation.

Sort the 3rd Party Payroll Worksheet alphabetically by last name. If the payroll report provided by the 3rd Party Payroll Company is not organized alphabetically, sort the Payroll Worksheet names as they appear on the report. If there are multiple payroll reports, sort names as they appear within individual report periods.

If there are multiple payroll reports or pay periods, the Payroll Worksheet should be sorted chronologically, oldest to newest, then as they appear within individual report periods. Film and television projects submitting payroll for run of show do not need to note a pay period.

Please leave a blank row on the Payroll Worksheet between each report or pay period. Do not subtotal individual pay periods.

Reference Number
Include a reference number column on the Payroll Worksheet before the employee name. The reference number may be the pay date from the payroll report, the check number, or the person’s last 4 digits of their Social Security number. Film, television, and commercial projects submitting payroll for run of show do not need to note a reference number.

Declaration of Texas Residency (DTR) Form Confirmation
Only Texas residents with completed DTR forms are to be included on the worksheet. Confirm each individual has a completed DTR form by entering “Y” on the worksheet in the DTR Form column. If the individual appears more than once on the worksheet, only the first occurrence should be noted with a “Y” in the column.

Employer Paid Taxes and Fringes
Applicable employer paid taxes and fringes including OASDI, MEDI, FUI, SUI, PH&W, Vac & Hol are eligible. All Fringes must be broken out and listed separately on the payroll report and on the Payroll Worksheet.

(Continued on page 5)
**3rd Party or In-House Payroll Worksheet**

**Benefits Information**
Applicable benefits paid through 3rd party vendors separate from payroll must be submitted on a separate Benefits Worksheet. Appropriate backup is required for benefits expenditures and these costs must be broken out per employee. Only employer-paid benefits for the employee are eligible. Benefits for spouses and dependents are not eligible and these amounts should not be submitted for the incentive.

**Mileage, Kit Rental, or Per Diem**
Only applicable mileage, kit rental, or per diem payments that have been paid through payroll can be included on the Payroll Worksheet. Include applicable columns to the worksheet to indicate each type of payment. If mileage, kit rental, or per diem were not paid through payroll, submit these expenditures on the worksheet from where they have been paid.

**Workers Compensation (W/C) & Handling Fees**
If workers compensation is paid to a Texas insurance company or broker and the certificate of insurance/purchase is submitted with the documentation, a column for W/C may be included on the Payroll Worksheet.

Handling fees may only be submitted if paid to a Texas payroll company. If eligible, include a column for Handling Fees on the Payroll Worksheet (following "Kit Rental" column).

**Time Allocation**
If applicable for the project, include a "Time Allocated" column on the worksheet. This column should be placed before the "Submitted Amount" column. Format allocation as a percentage.

**Submitted Amount**
Each cell within the "Submitted Amount" column must be a formula for the sum of its row. The "SUBMITTED TOTAL" cell must be a formula for the sum of the "Submitted Amount" column.
INDEPENDENT CONTRACTORS PAYROLL WORKSHEET

Use this worksheet to submit wages paid to individual cast, crew, extras, or individuals who worked traditional crew positions. Do not include vendor payments on this worksheet. The Excel Independent Contractors Payroll Worksheet must be formatted as indicated below. The information may be exported from the payroll register, production company software, or created by the applicant.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Pay Period / Invoice Date</th>
<th>Check Number</th>
<th>Name (Last, First)</th>
<th>Position</th>
<th>DTR Form</th>
<th>Gross Wages</th>
<th>Mileage</th>
<th>Kit Rental</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2021</td>
<td>2511</td>
<td>Clothing, Jack</td>
<td>Wardrobe</td>
<td>Y</td>
<td>$1,800.00</td>
<td>$60.80</td>
<td>$100.00</td>
<td>$1,960.80</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2514</td>
<td>Doe, John</td>
<td>PA</td>
<td>Y</td>
<td>$400.00</td>
<td>$37.19</td>
<td></td>
<td>$437.19</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2516</td>
<td>Lee, Kris</td>
<td>Director</td>
<td>Y</td>
<td>$12,000.00</td>
<td></td>
<td></td>
<td>$12,000.00</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2519</td>
<td>Prop, Jane</td>
<td>Art Director</td>
<td>Y</td>
<td>$4,250.00</td>
<td>$54.12</td>
<td>$50.00</td>
<td>$4,354.12</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2539</td>
<td>Thomas, Michael</td>
<td>Grip</td>
<td>Y</td>
<td>$2,700.00</td>
<td></td>
<td></td>
<td>$2,700.00</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2541</td>
<td>Thomas, Michael</td>
<td>Grip</td>
<td></td>
<td>$1,600.00</td>
<td></td>
<td></td>
<td>$1,600.00</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2524</td>
<td>Waters, Jess</td>
<td>Craft Services</td>
<td>Y</td>
<td>$1,200.00</td>
<td>$20.18</td>
<td>$200.00</td>
<td>$1,420.18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SUBMITTED TOTAL</td>
<td></td>
<td></td>
<td>$24,472.29</td>
</tr>
</tbody>
</table>

Sort the Independent Contractors Payroll Worksheet alphabetically by last name.

Declaration of Texas Residency (DTR) Form Confirmation
Only Texas residents with completed Declaration of Texas Residency (DTR) forms are to be included on the worksheet. Confirm each individual has a completed DTR form by entering “Y” on the worksheet in the DTR Form column. If the individual appears more than once on a worksheet, only the first occurrence should be noted with a “Y” in the column.

Mileage, Kit Rental, or Per Diem
Applicable mileage, kit rental, or per diem payments may be included on the Independent Contractors Payroll Worksheet if they are being paid from the same invoice as the labor. Add columns on the worksheet to indicate each type of payment. Otherwise submit these expenditures on the worksheet from where they have been paid.

Independent Contractors Payroll Worksheet entry totals must reflect only the eligible spend amounts from invoices. Ineligible spend from an invoice or receipt should not be included in the amount entered on the worksheet.

Submitted Amount
Each cell within the “Submitted Amount” column must be a formula for the sum of its row. The “SUBMITTED TOTAL” cell must be a formula for the sum of the “Submitted Amount” column.
The information on the Excel Vendor Worksheet must be formatted as indicated below. The information may be exported from the production company software or created by the applicant.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Check Number</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Notes</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/25/2021</td>
<td></td>
<td>ABC Diner</td>
<td>Working Meal</td>
<td>Tip Removed</td>
<td></td>
<td>$26.32</td>
</tr>
<tr>
<td>8/27/2021</td>
<td>2512</td>
<td>257345 Acme Camera</td>
<td>Camera Rental</td>
<td></td>
<td></td>
<td>$15,600.00</td>
</tr>
<tr>
<td>8/20/2021</td>
<td>JWSFKG</td>
<td>American Airlines</td>
<td>Air Fare</td>
<td></td>
<td></td>
<td>$687.60</td>
</tr>
<tr>
<td>8/28/2021</td>
<td></td>
<td>Everything Grocery</td>
<td>Craft Services</td>
<td></td>
<td></td>
<td>$215.00</td>
</tr>
<tr>
<td>8/28/2021</td>
<td></td>
<td>Eats Restaurant</td>
<td>Working Meal</td>
<td>Tip Removed</td>
<td></td>
<td>25.31</td>
</tr>
<tr>
<td>8/28/2021</td>
<td>2510</td>
<td>Household, Susie</td>
<td>Location Fee</td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>8/30/2021</td>
<td>785223</td>
<td>In Town Hotel</td>
<td>Hotel</td>
<td></td>
<td></td>
<td>$747.00</td>
</tr>
<tr>
<td>8/25/2021</td>
<td>8Q634L</td>
<td>On The Go</td>
<td>Car Rental</td>
<td></td>
<td></td>
<td>$162.00</td>
</tr>
<tr>
<td>8/20/2021</td>
<td>SWQGLK</td>
<td>Southwest Airlines</td>
<td>Air Fare</td>
<td></td>
<td></td>
<td>$343.80</td>
</tr>
<tr>
<td>8/27/2021</td>
<td>2589</td>
<td>XYZ Production Rentals</td>
<td>Grip/Electric Rentals</td>
<td></td>
<td></td>
<td>$1,450.25</td>
</tr>
</tbody>
</table>

SUBMITTED TOTAL $19,757.28

Sort the Vendor Worksheet alphabetically by vendor. Include the entire eligible amount of the invoice in one entry [row]. Do not break out invoices by internal accounting codes or PO number.

The Vendor Worksheet must only include eligible spend from invoices or receipts from Texas vendors. Enter a brief explanation in the "Notes" column if submitting an amount different from the check amount or the invoice/receipt (i.e. Tips Removed).

Vendors Paid by Credit Card
Vendors paid by credit card may be included on the Vendor Worksheet. However, projects with significant amounts of credit card expenditures should submit a separate Credit Card Worksheet using the same instructions as the Vendor Worksheet. If credit cards were distributed like petty cash during production, the Petty Cash Worksheet instructions may be more applicable.

Petty Cash
Do not include petty cash advances or petty cash envelopes on the Vendor Worksheet. Separate Petty Cash Worksheets must be created for these type of expenditures [see Petty Cash Worksheet].

Deposit Payments
Deposit payments may be included if:
- The deposit invoice shows that the deposit was nonrefundable.
- The vendor invoice shows that the deposit was applied to the invoice.
- The vendor invoice included a credit invoice.

Backup Documentation
Required backup documentation must be organized in the same order as the Vendor Worksheet entries to which it corresponds.

Submitted Amount
The “SUBMITTED TOTAL” cell must be a formula for the sum of the “Submitted Amount” column.
The Excel Petty Cash Worksheet must be formatted as indicated below. The information may be exported from the production company software or created by the applicant.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Envelope Number</th>
<th>Employee Name (Last, First)</th>
<th>Department</th>
<th>Notes</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clothing, Jack</td>
<td>Wardrobe</td>
<td></td>
<td>$756.81</td>
</tr>
<tr>
<td>2</td>
<td>Clothing, Jack</td>
<td>Wardrobe</td>
<td>Original receipt (#12) invoice 1.</td>
<td>$522.18</td>
</tr>
<tr>
<td>1</td>
<td>Doe, John</td>
<td>Production</td>
<td>Removed tip (#14).</td>
<td>$256.02</td>
</tr>
<tr>
<td>1</td>
<td>Prop, Jane</td>
<td>Art Director</td>
<td></td>
<td>$915.20</td>
</tr>
</tbody>
</table>

| SUBMITTED TOTAL | $2,450.21 |

The Petty Cash Worksheet must only include eligible payments to Texas vendors.

The Petty Cash Worksheet must be sorted alphabetically by employee last name. If an employee has more than one envelope, sort the envelopes in numerical order. Expenditures listed on the Petty Cash Worksheet may be listed by petty cash envelope total or by individual receipt total.

Credit Cards Handled Like Petty Cash
Credit Card expenses handled like petty cash may be included on the Petty Cash Worksheet. However, projects with significant amounts of credit card envelope expenditures should submit a separate Credit Card Worksheet using the same instructions as the Petty Cash Worksheet.

Backup Documentation
Required petty cash envelopes with receipt backup documentation must be organized in the same order as the Petty Cash Worksheet entries to which they correspond.

Eligible Spend
The Petty Cash Worksheet must only include eligible spend from receipts. Enter a brief explanation in the “Notes” column if submitting an amount different from the receipt or envelope amount.

Returns
Petty cash envelopes with multiple returns must note the envelope number with the original receipt in “Notes” column [see example above].

Submitted Amount
The “SUBMITTED TOTAL” cell must be a formula for the sum of the “Submitted Amount” column.
The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Journal Entry Number</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Notes</th>
<th>Submitted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ABC Diner</td>
<td>Working Meal</td>
<td>Tip Removed</td>
<td>$26.32</td>
</tr>
<tr>
<td>2</td>
<td>Acme Camera</td>
<td>Camera Rental</td>
<td></td>
<td>$15,600.00</td>
</tr>
<tr>
<td>3</td>
<td>American Airlines</td>
<td>Air Fare</td>
<td></td>
<td>$687.60</td>
</tr>
<tr>
<td>4</td>
<td>Everything Grocery</td>
<td>Craft Services</td>
<td></td>
<td>$215.00</td>
</tr>
<tr>
<td>5</td>
<td>Household, Susie</td>
<td>Location Fee</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>6</td>
<td>In Town Hotel</td>
<td>Hotel</td>
<td></td>
<td>$747.00</td>
</tr>
<tr>
<td>7</td>
<td>On The Go</td>
<td>Car Rental</td>
<td></td>
<td>$162.00</td>
</tr>
<tr>
<td>8</td>
<td>Southwest Airlines</td>
<td>Air Fare</td>
<td></td>
<td>$343.80</td>
</tr>
</tbody>
</table>

JOURNAL ENTRIES TOTAL $18,281.72

The Journal Entry Worksheet must only include eligible payments to Texas vendors.

Sort the Journal Entry Worksheet by journal entry number.

**Backup Documentation**

Required journal entry backup documentation must be organized in the same order as the Journal Entry Worksheet entries to which they correspond.

Journal entries require documentation and proof of payment similar to Vendors/Accounts Payable.

**Eligible Spend**

The Journal Entry Worksheet must only include eligible spend. Enter a brief explanation in the "Notes" column if submitting an amount different from the line item entry and backup total.

Applicants must provide an explanation for all journal entry expenditures not paid for by the applicant in the "Notes" column of the Journal Entry Worksheet.

*NOTE: Providing a transaction explanation does not guarantee eligibility of spend.*

**Submitted Amount**

The "JOURNAL ENTRIES TOTAL" cell must be a formula for the sum of the "Submitted Amount" column.
CAST LIST AND CREW LIST

The Excel Cast List and Crew Lists must be formatted as indicated below.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>CREW LIST</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Position</strong></td>
<td><strong>DTR</strong></td>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td>1 Clothing, Jack</td>
<td>Wardrobe Assistant</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>2 Doe, John</td>
<td>Production Assistant</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>3 Lee, Kris</td>
<td>Director</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>4 Prop, Jane</td>
<td>Art Director</td>
<td>N</td>
<td>Non TX</td>
</tr>
<tr>
<td>5 Thomas, Michael</td>
<td>Grip</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>6 Waters, Jess</td>
<td>Craft Services</td>
<td>Y</td>
<td>DBA Snacktime, Inc.</td>
</tr>
</tbody>
</table>

Total Crew 6
Total TX Crew 5

<table>
<thead>
<tr>
<th>CAST LIST</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Position</strong></td>
<td><strong>DTR</strong></td>
</tr>
<tr>
<td>1 Adams, Joe</td>
<td>Dad</td>
<td>Y</td>
</tr>
<tr>
<td>2 Doe, John</td>
<td>Son</td>
<td>Y</td>
</tr>
<tr>
<td>3 Jones, Julie</td>
<td>Store Owner</td>
<td>Y</td>
</tr>
<tr>
<td>4 Public, Nicole</td>
<td>Extra</td>
<td>Y</td>
</tr>
<tr>
<td>5 Smith, Olivia</td>
<td>Extra</td>
<td>N</td>
</tr>
<tr>
<td>6 Turbo, Bo</td>
<td>Stunt Performer</td>
<td>Y</td>
</tr>
</tbody>
</table>

Total Cast 6
Total TX Cast 5

Create a separate Cast List (including extras) and Crew List:
- Include Texas residents and non-residents paid for work in Texas.
- Organize the Cast List and Crew List alphabetically by Last Name.
- Use the Position column to list the full job name/title.
- If you have a valid DTR for the employee, mark the DTR column with “Y”.
- If the DTR is invalid, missing, or the employee is non-Texan, mark the DTR column with “N”.
- Use the appropriate notation in the “Notes” column.

(Continued on page 11)
Use the “Notes” column to:
- List nicknames or multiple names of individuals.
- List the business name of individuals paid as a loan-out corporation or under a company name.
- List the names of parent or guardians completing DTR forms on behalf of a minor.
- Note an individual as Non-Texas resident, using the space to enter “Non TX”.
- Note if an individual is missing a DTR form, using the space to enter “Missing DTR”.

For digital media (animation, video game and XR) projects:
- Include a fifth column, after the “Notes” column, on the Cast and Crew Lists.
- Name the column “Work Location”.
- For each cast and crew person, list the city of the address where they worked in Texas.
- Format: “Sample City, Texas”.

LIVE ACTION PRODUCTION LOCATION INFORMATION

In addition to the Production Location Information, projects are required to submit documentation such as final call sheets, production reports, a production schedule, and/or a production calendar so that the Texas Film Commission can verify that 60% of production days occurred in Texas. If a project applies for the underutilized bonus incentive, this documentation is also used to verify that 25% of production days occurred in underutilized or economically distressed areas.

The Excel Production Location Information must be formatted as indicated below.

The worksheet should contain columns as shown below:

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Street Number</th>
<th>Street Name</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Production Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFG Studios</td>
<td>123</td>
<td>EFG Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>01/01/2021</td>
<td></td>
</tr>
<tr>
<td>XYZ Park</td>
<td>456</td>
<td>XYZ Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>01/01/2021</td>
<td>Basecamp</td>
</tr>
<tr>
<td>Private Residence A</td>
<td>789</td>
<td>Residential Drive</td>
<td>Bigtown</td>
<td></td>
<td></td>
<td>01/01/2021</td>
<td>Non-TX [Canada]</td>
</tr>
<tr>
<td>EFG Studios</td>
<td>123</td>
<td>EFG Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>01/02/2021</td>
<td></td>
</tr>
<tr>
<td>Private Residence B</td>
<td>1011</td>
<td>Suburban Lane</td>
<td>Smalltown</td>
<td>CA</td>
<td>90000</td>
<td>01/03/2021</td>
<td>Non-TX</td>
</tr>
</tbody>
</table>

For live action film, television and commercial projects:
- List all locations where the project filmed, both in Texas and out of Texas.
- If the same location was used more than once, enter a separate line for each date the location was used.
- If more than one location was used on a single date, enter a separate line for each location used on that date.
- List locations chronologically.
- Format all dates as mm/dd/yyyy
- Paid basecamps at a different address from the filming location and included on the Call Sheets and/or Production Reports should be listed as well.

Use the “Notes” column to:
- Note paid basecamps located at different addresses from filming location.
- Note any production days that occurred out of Texas.
- Note any non-Texas and international locations where the project filmed or where production work was done.
In addition to the Production Location Information, projects are required to submit documentation such as a production schedule, milestone calendar, and/or Gantt chart so that the Texas Film Commission can verify that 60% of production days occurred in Texas. If a project applies for the underutilized bonus incentive, this documentation is also used to verify that 25% of production days occurred in underutilized or economically distressed areas.

The Excel Production Location Information must be formatted as indicated below.

**The worksheet should contain columns as shown below:**

Include the Project Name, Start of Production Date, Completion Date, and Total Number of Production Days.

**Project Name:** Sample Game  
**Start of Production Date / Creation of Assets:** 01/01/2021  
**Completion Date / Code Freeze:** 09/30/2021  
**Total Number Production Days:** 180

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Street Number</th>
<th>Street Name</th>
<th>City</th>
<th>State / Country</th>
<th>Zip Code</th>
<th>Production Date/Range</th>
<th>Number of Production Days</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFG Studios</td>
<td>123</td>
<td>Main Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>01/01/2021 - 05/31/2021</td>
<td>100</td>
<td>EFG Studios moved to a new location on 06/01/2021.</td>
</tr>
<tr>
<td>EFG Studios</td>
<td>890</td>
<td>First Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>06/01/2021 - 09/30/2021</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>100</td>
<td>Second Street</td>
<td>Anytown</td>
<td>TX</td>
<td>73300</td>
<td>02/01/2021 - 03/31/2021</td>
<td>40</td>
<td>Independent Contractor, worked from home address.</td>
</tr>
<tr>
<td>Michael Jones</td>
<td>200</td>
<td>Big Blvd</td>
<td>Anytown</td>
<td>CA</td>
<td>90000</td>
<td>02/01/2021 - 05/31/2021</td>
<td>80</td>
<td>Independent Contractor, worked from home address. Location outside of Texas.</td>
</tr>
<tr>
<td>XYZ Studios</td>
<td>1300</td>
<td>Third Street</td>
<td>Anytown</td>
<td>QC / Canada</td>
<td>HZZ 2YC</td>
<td>07/01/2021 - 09/30/2021</td>
<td>60</td>
<td>QC. Location outside of Texas.</td>
</tr>
</tbody>
</table>

For digital media projects including video games, animation, visual effects, and extended reality:

- Any digital assets created for the project and the geographical location where that work was conducted must be tracked and included on the Production Location Worksheet. Whether the work was conducted by an employee, contractor hired for a traditional crew position, or outsourced to a third party, all locations where work was conducted on or for your project must be reflected accordingly.
- List all locations where production work or digital asset creation was conducted, both in Texas and out of Texas, and the calendar dates when that work occurred.
- If the same location was used for the entire production or for a range of dates, enter that date range in the “Production Date / Range” column.
- List locations chronologically to the best of your abilities.
- Format all dates as mm/dd/yyyy.
- Information from project management or tracking software [e.g. JIRA, Shotgun, Trello, Asana, Google Sheets] may be helpful in creating the Location Information. You may need to add a location in your software or program for each person or entity at the start of production for long-term tracking.

(Continued on page 14)
DIGITAL MEDIA PRODUCTION LOCATION INFORMATION

Use the “Number of Production Days” column to:
- Note the total number of calendar working days at the location during the date range. Please do not calculate “Number of Production Days” based on total hours worked.
- If production was on hold for any amount of time at a specific location, create an additional row for that location and list the date range in which the hold occurred. Use the “Number of Production Days” column to note the total number of calendar days on hold at the location during the date range.

Use the “Notes” column to:
- Note any production days / asset creation that occurred out of Texas.
- Note contractors or other relevant location information.
- Note “On-Hold” if production was on hold at a specific location / date range.