



**WASHINGTON FILMWORKS  
GUIDELINES AND CRITERIA  
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**WASHINGTON FILMWORKS**  
**GUIDELINES AND CRITERIA FOR FUNDING ASSISTANCE**

**PROGRAM OVERVIEW**

Washington Filmworks (WF) is the private non-profit organization that manages the state film and the Motion Picture Competitiveness programs. WF mission is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry.

WF offers funding assistance for qualified in-state expenditures of up to 30% for motion pictures and episodic series with less than six episodes and up to 35% for episodic series with at least six episodes.

WF offers funding assistance for qualified in-state expenditures of up to 15% for commercials. Commercial applicants who have not worked in Washington State previously and who are using a Washington based production company are eligible for a one-time return of 25%.

In order to qualify for funding assistance, the production company must meet the following in-state spending thresholds:

- \$500,000 Motion Pictures
- \$300,000 Episodic Series (per episode)
- \$150,000 Commercials

Some non-resident labor may qualify. Please see the section titled "Non Resident Labor Eligibility Requirements" for further detail.

The Board of Directors of WF may allocate up to \$350,000 annually to support Washington resident filmmakers and filmmakers using new forms of production and emerging technologies. This funding is allocated through the Filmworks Innovation Lab. For further information about eligibility requirements please refer to the Filmworks Innovation Lab Guidelines and Criteria.

Financial contributions to WF raised by the tax credit mechanism in 2ESSB 5539 are capped at \$3.5 million per calendar year.

For more details about funding assistance through WF refer to 2ESSB 5539 and the WF website ([www.WashingtonFilmworks.org](http://www.WashingtonFilmworks.org)).

**APPLICATION**

1. Motion pictures and episodic applicants that would like to be considered for funding assistance must meet eligibility requirements (defined below) and file a completed application with WF. The application must include the following:
  - a. Funding Assistance Application Form – available at [www.WashingtonFilmworks.org](http://www.WashingtonFilmworks.org)
  - b. Script – a shooting script (i.e., the version that is submitted to insurance company prior to the start of production).

- c. Budget – a full line-item production budget that includes in-state and out-of-state spend and clearly indicates projected in-state qualified expenditures.
  - d. Finance Plan – a full description of how the project will be financed
  - e. Proof of Funding – documentation demonstrating that the funds are secured (i.e. bank statements, written confirmation from financier, or other agreed upon documentation between Production and WF)
  - f. Producer’s Letter of Intent – letter explaining how the project contributes to the growth and development of the Washington State film industry and stating the producer’s intent to film the production in Washington State. The letter should also address his or her willingness and ability to enter into a contract with WF setting forth the terms and conditions of funding assistance.
2. Commercial applicants that would like to be considered for funding assistance must meet eligibility requirements (defined below) and file a completed application with WF that includes:
- a. Commercial Funding Assistance Application – available at [www.WashingtonFilmworks.org](http://www.WashingtonFilmworks.org)
  - b. Story Board
  - c. Budget - a full line-item production budget that includes in-state and out-of-state spend and clearly indicates projected in-state qualified expenditures.
  - d. Advertising Agency Award Letter
  - e. Producer’s Letter of Intent – stating the producer’s intent to film the production in Washington State and his or her willingness and ability to enter into a contract with WF setting forth the terms and conditions of funding assistance.

## **DEFINITION OF TERMS**

1. *Advertising Agency Award Letter* -- Letter from a reputable advertising agency that includes relevant production information such as the advertising agency, the product being advertised, the production company being hired, and the budget for the commercial.
2. *Episodic Series* – Multiple installments of an ongoing motion picture production generally less than 60 minutes in length
3. *Funding Assistance* – cash expenditures from an approved motion picture competitiveness program.
4. *Funding Letter of Intent* – Document issued by WF outlining the terms and conditions of funding assistance.
5. *Movie of the Week (MOW)* – a television film that is produced for and originally distributed by a television network. Any project applying for funding assistance as a MOW must also include a letter of intent from a national television network as part of their application.
6. *Motion Picture* - a recorded audio-vision production intended for distribution to the public for exhibition in public and / or private settings by means of any and all delivery systems and / or delivery platforms now or hereafter known, including without limitation, screenings in motion picture theaters, broadcasts and cablecast transmissions for viewing on televisions, computer screens, and other audio-visual receivers, viewing on screens by means of digital video disc (DVD) players, video on demand (VOD) services, and digital video recording (DVR) services, direct internet

transmission, and viewing on digital computer-based systems which respond to the users' actions (interactive media).

7. *Producer* – Individual associated with the production that is responsible for overseeing the business and financial decisions
8. *Production Company* – a business that is primarily (defined as 50% or more) engaged in the business of producing motion pictures.
9. *Production Signatory* – Individual that will serve as the signatory on WF contractual agreement.
10. *Qualified Expenditures* - production costs for wages and benefits provided to residents of Washington State for services performed in Washington State, goods and services purchased, leased, or employed from a vendor or supplier who is located and doing business in the state for one year and is registered to do business with the Washington Department of Revenue during pre-production, production and post production including but not limited to: Qualified Production Costs, wages, rental equipment, food, property, permits, lodging, health insurance and retirement benefits.
11. *Qualified Non-Resident Labor* – pre-approved wage and benefit expenses for non-resident labor that meet all of WF eligibility requirements
12. *Qualified Production* - is a production that has been certified by WF Program as fully meeting the requirements for funding assistance and is in receipt of a Funding Letter of Intent.
13. *Qualified Production Costs* -- Most budgetary items including costs of technical and production crew, expenditures for facilities, props, make-up, wardrobe, set construction, background talent, etc.
14. *Television* – an episodic series generally less than sixty minutes in length
15. *Washington State Business or Washington State Based Company* – Any sole proprietorship, partnership, limited liability entity or corporation with offices in Washington State more than 1 year prior to the start of film production for which funding assistance is being claimed and is registered to do business with the Washington Department of Revenue
16. *Washington State Resident* – An individual who maintains a permanent dwelling within the state, and spends an aggregate of at least six months each year within the state, and signs a Declaration of Residency certifying that they have been a Washington State resident for at least six months prior to the date production begins.
17. *Washington Filmworks (WF)* – The 501(c)(6) non-profit organization that manages the state film and Motion Picture Competitiveness Program formed pursuant to 2ESSB 5539 that will oversee the State of Washington's funding assistance program for Qualified Productions.

## PRODUCTION ELIGIBILITY REQUIREMENTS

A production is eligible for funding assistance if it satisfactorily completes its initial application and meets the requirements listed below.

1. Production must spend at least the following in Qualified Expenditures (Minimum in-state spend threshold must be met without including any qualified non-resident labor):
  - a. \$500,000 Motion Pictures
  - b. \$300,000 Episodic Series (per episode)
  - c. \$150,000 Commercials
2. Applicant certifies that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050.
3. Applications for commercial production must include a live action component and applicants that incorporate a substantial live action component will be given preference.
4. If a commercial applicant works with a Washington based production company, then an additional 5% will be allocated to the Washington based production company to cover the administrative costs associated with the application and completion package process. To qualify all Washington based production companies must register with WF.
5. For motion pictures and episodic series principal photography must commence no later than 120 days after receiving the Funding Letter of Intent.
6. For commercials, principal photography must commence no later than 45 days after receiving the funding letter of intent.
7. The production must comply with all state and federal labor laws including minimum wage and overtime requirements.
8. **The production must make payments for health insurance and a retirement program for those positions typically covered by collective bargaining agreements**
  - a. **Refer to Addendum 1: Collective Bargaining Agreement Positions**
  - b. **For additional information on how to satisfy this requirement see Addendum 2: Benefits Provision at the end of this document.**
9. Applicant must demonstrate that every effort will be made to maximize the hiring of local cast, crew and production and support services
10. Within 60 days of completing principal photography in Washington State, motion pictures and episodic series must submit a completion package that meets all requirements as detailed in Addendum 6: Production Completion Package Requirements
  - a. No funding assistance will be paid to productions until the minimum in-state spending threshold has been met.
11. Commercial production must complete the above requirements within 45 days of completing principal photography in Washington State.
12. Prior to receiving any funding assistance, production must file a completed Production Survey with the Department of Commerce. This survey is available on Washington Filmworks' website. ([www.washingtonfilmworks.org](http://www.washingtonfilmworks.org))
13. For qualified productions eligible for post-production funding assistance, a post-production completion package as detailed in Addendum 7: Post-Production Completion Package Requirements must be filed within one year of submitting the Production Completion Package.

14. Prior to receiving any post-production funding assistance, a qualified production must file a completed Post-Production Survey with the Department of Commerce. This survey is available on Washington Filmworks' website. ([www.washingtonfilmworks.org](http://www.washingtonfilmworks.org))
15. Where such credits are given, the production must contain a "filmed in Washington State" credit (or similar language to be negotiated with the qualified production) and the WF logo.
16. The producer must submit a viewable copy of the final production when commercially available to WF and agrees to supply WF with promotional materials (such as photos, trailers and poster art). WF may use such materials for archival, governmental relations and marketing purposes. WF reserves the right to hold Funding Assistance payments to qualified productions who have not provided such materials to WF.
17. Upon selection by WF of producer's application for funding assistance, producer must enter into a contract with WF stipulating the producer's intent to film the production in Washington State and setting forth the terms and conditions of funding assistance.

The following productions are not eligible for funding assistance:

1. News or current events, or programs that include weather or financial market reports as a material portion of the programs.
2. Talk shows, game shows or contests (reality series pilots will be considered for funding assistance on a case by case basis).
3. Sports events or activities.
4. Award shows, galas or any productions that solicit donations (but excluding donations from legitimate crowd funding sources or from a fiscal agency relationship with a bona fide, independent 501 (c)(3) charitable organization).
5. Political advertising.
6. Video games.
7. Productions produced primarily for industrial, corporate or institutional purposes.
8. In addition, WF may take into consideration the professional history of key principals in decision making roles in the project including on issues relating to:
  - a. Unpaid financial obligations, including employee benefits.
  - b. Cast, Crew or Supplier mistreatment.
  - c. Unrepaired damage to locations.
  - d. Fraud, misrepresentation, or violations of law that affect production.

## WASHINGTON PRODUCTION COSTS ELIGIBLE FOR FUNDING ASSISTANCE

1. The following in-state Qualified Expenditures are eligible for funding assistance if purchased from a Washington State based business ***for the use in pre-production, production, or post production in the state of Washington unless previously approved.*** Expenditures incurred 3 months prior to date of the Funding Letter of Intent for motion pictures and episodic series and 6 weeks for commercials will also be considered:
  - a. Set construction and operations.
  - b. Wardrobe, accessories and make-up.
  - c. Location fees and related services.
  - d. Photography, sound synchronization, film processing and dailies, lighting and related services.

- e. Rental of facilities and equipment.
  - f. Renting or leasing of vehicles.
    - i. For additional incentives see sales tax exemption for production vehicle rental (Refer to page 12 and Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate)
  - g. All airfare for cast & crew to or from Washington purchased through a Washington based business or agency unless previously approved.
  - h. Any travel expenses, lodging or rental cars if it is for travel within the state of Washington.
  - i. Insurance coverage and bonding.
  - j. Per Diem received in the state of Washington only.
    - i. Per Diem may not exceed the IRS rate or the minimum per diem amounts as outlined in applicable collective bargaining agreements.
  - k. Food and lodging.
    - i. For additional incentives see Hotel Motel Tax Exemptions (Refer to page 12 and Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate).
  - l. Marketing expenses associated with the production and incurred prior to the filing of the production completion package and post-production completion package. Any travel for marketing incurred after physical production must be pre-approved.
  - m. Production legal and accounting service fees and costs.
  - n. Post-production expenditures directly attributable to the qualified production.
  - o. Shipping costs when originating from a Washington State address.
  - p. Any loss and damage invoice. Each loss and damage claim must be submitted with a letter of explanation.
  - q. Other direct costs spent in Washington State directly related to the qualified production in accordance with generally accepted entertainment industry practices.
2. If qualified post production expenses for an approved production exceed 30% of the total qualified Washington State spend, then funding assistance on post production will be proportionately calculated so that post production expenses do not exceed 30% of the qualified in-state spend.
  3. Compensation paid to Washington State residents. This includes wages or salaries, fringe benefits or fees (WA based), and health insurance and retirement benefits of Washington State residents, for talent, and labor.

#### **WASHINGTON PRODUCTION COSTS NOT ELIGIBLE FOR FUNDING ASSISTANCE**

1. Any purchase made outside of Washington State even if the items are brought into the state for production.
2. Purchases made through vendors and or Washington based businesses that act as an agent or facilitator for out-of-state businesses.
3. Gift cards or money orders given to any cast or crew member.
4. Payment of penalties or fines including but not limited to parking tickets, moving violations, bank fines and / or late charges.
5. Out of state payroll fees.
6. In-kind or trade contributions on a production.

7. Per Diem given to Washington State residents traveling out-of-state.
8. Internet purchases made from non-Washington State businesses, even if the delivery location is in Washington State.
9. Cellular phone reimbursements or calling card purchases.
10. WF reserves the right to not consider significant purchases made by the Production including, but not limited to cars, computers, excessively priced wardrobe, or props.

### **NON-RESIDENT LABOR ELIGIBILITY REQUIREMENTS**

1. A qualified production is eligible to receive up to a 15% return on non-resident compensation (including wages, fringe benefits, Washington based payroll fees, health insurance and retirement benefits, and excluding any kit and equipment rentals), if the qualified production meets the following criteria:
  - a. If at least 85% of the labor force is Washington residents
    - i. Labor force is considered to be all positions typically covered by a collective bargaining agreement: Writers, Producers, Cast (excluding extras), Crew (including Production Assistants), post production personnel.
  - b. If a non-resident worker is working in Washington State for substantially the duration of production
  - c. If all non-resident crew (including wages and benefits) are estimated during the application process and confirmed prior to the start of production
2. A qualified production will not be eligible to receive funding assistance for non-resident labor if any of the following apply:
  - a. The production does not meet the minimum in-state spending threshold using Washington resident labor and Washington based businesses during pre-production, production, and post production
  - b. The non-resident laborer is considered above-the-line on the qualified production and working as a writer, director, producer or actor.
  - c. The non-resident laborer is making more than \$50,000 while working on the qualified production
  - d. The non-resident laborer is a production assistant, executive assistant or an extra
3. Production must apply for non-resident labor during the application process. If a production exceeds the amount of funding assistance held in reserve for non-resident labor, no additional funding assistance will be made available during the completion package process.

\*\*\*All Washington resident cast and crew qualify for the full 30% return on wages and benefits.\*\*\*

### **APPLICATION PROCESS**

The following outlines the details of the application process and deadlines for funding assistance:

1. WF will accept applications at any time throughout the calendar year. Applications for funding assistance can be found at ([www.WashingtonFilmworks.org](http://www.WashingtonFilmworks.org))



- a. Commercial applicants may submit an application to the WF Executive Director and have it reviewed for eligibility and completeness prior to being awarded the job by an advertising agency. However a determination of funding assistance will not be given until the Advertising Agency Award Letter (i.e, proof of funding) has been given to WF.
  - b. All applicants must submit a completed application at least five (5) business days prior to the start of principal photography,
  - c. **All applicants must be approved for funding assistance prior to start of principal photography.**
2. Completed applications should be emailed in a PDF format directly to Executive Director Amy Lillard ([amy@washingtonfilmworks.org](mailto:amy@washingtonfilmworks.org)) or mailed to:

Washington Filmworks  
 Attn: Executive Director  
 1411 Fourth Avenue, Suite 420  
 Seattle, WA 98101

\*\*\*Acceptable forms of application delivery include: USPS, private delivery service or hand delivery, as well as an emailed pdf. Any other form of delivery for an initial application, including faxed copies will not be accepted by WF.

3. When applications are received, they will be dated and organized according to principal photography start date.
4. WF will review each application to ensure all necessary documentation is attached. If the application is incomplete or documents missing WF will contact the production company to request the missing information. Determination of funding assistance will not be given until the application is complete.
5. During review of the application, WF may request additional information, conduct a site visit of a functioning office in the state, or discuss the initial application with the production company. The company will have five (5) business days to supply any additional information requested by WF. If the information is not received within five (5) business days, WF has the right to remove application until such information is received.
6. Completed applications will be reviewed by WF Board of Directors and / or WF staff to determine the estimated amount of the qualified expenditures, the total cost of the production and other information necessary to determine both eligibility and level of funding assistance. WF will determine which applications to approve and which to deny based on any or all of the following factors (not listed in any order of significance):
  - a. Chronological order or receipt of application
  - b. Amount of in-state production spending
  - c. Number of in-state film workers to be hired
  - d. Evidence of health insurance and a retirement program for those positions typically covered by a collective bargaining agreement
    - i. For additional information on how to satisfy this requirement please see Addendum 2: Benefits Provision.
  - e. Estimated production start date
  - f. Locations to be used in the state

- g. Type of production (e.g. full length film, episodic, etc.)
- h. Evidence of distribution commitments
- i. Other benefits to the state, including but not limited to promotional value, long-term financial benefits, contribution to development of Washington State crew and talent base or production industry infrastructure

\*\*\*All funding assistance will be at the sole discretion of the Board of Directors of WF or any such other committee or group designated by the Board of Directors. All productions are subject to WF guidelines and criteria.

- 7. It should be noted that productions will only be considered when funds are available as determined by WF Board of Directors. When funds become available, it may be necessary to reapply for funding assistance.

### **FUNDING NOTIFICATION**

- 1. WF intends to approve or deny completed applications for motion pictures and television series within 10 business days of receipt but reserves the right to take up to 30 days to respond.
- 2. WF intends to approve or deny commercial applications within 5 days of receipt, but reserves the right to take up to 30 days to respond.
- 3. A decision to extend funding assistance to a production will be confirmed by a Funding Letter of Intent which will include:
  - a. Maximum amount of funding assistance
  - b. Date that eligibility for qualified expenditures begins
    - i. Note: Qualified pre-production expenditures for motion pictures and episodic series made three months prior to certification will be considered for funding assistance.
    - ii. Qualified pre-production expenditures for commercials made six weeks prior to certification will be considered for funding assistance.
  - c. Date that the production must be completed and the date that a completion package is due to WF for review.
- 4. Qualified productions will be required to execute a written agreement between the applicant and WF, to include:
  - a. A certification number assigned by WF.
  - b. Applicant's acceptance of and conformance to WF Guidelines and Criteria.
  - c. WF standard forms.
- 5. If the WF production agreement is not signed and returned by the applicant within two weeks of the date of the Funding Letter of Intent, WF may revoke its commitment.
- 6. If a production is not chosen for funding assistance the production may re-apply at a later date.

## **QUALIFIED PRODUCTION REQUIREMENTS**

### **BEFORE PRODUCTION**

1. To secure funding assistance the producer must complete the agreement between WF and the production. If the WF production agreement is not signed and returned by the applicant within two weeks of the date of the Funding Letter of Intent, WF may revoke its commitment.
2. Guidelines regarding qualified production expenditures as well as the Industry Code of Conduct (Addendum 4: Code of Conduct) must be distributed to department heads prior to the start of production.
3. A meeting to discuss WF policies and procedures and the completion package process must take place between WF and the producers prior to the start of production.

### **DURING PRODUCTION**

1. Each Washington State resident employed on a qualified production must complete a Declaration of Residency form (Addendum 5: Declaration of Residency Form) and provide proof of residency, which includes:
  - a. Valid Washington State driver's license with an issue date more than six months prior to the date of the Declaration of Residency (or resident start date on the production)
  - b. A current Washington State voter registration card with an issue date of the Declaration of Residency (or resident start date on the production)
  - c. Copies of six months of utility bills with Washington State address

\*\* Cast, crew, or extras making less than \$500 on a production are not required to provide proof of residency, but must sign the Declaration of Residency form.
2. WF must be copied on all call sheets for production.
3. The production must keep a detailed electronic account ledger of all qualified expenditures incurred in Washington State during pre-production, production and post-production (if applicable).
4. Please see requirements for the Production and Post-Production Completion Packages outlined in Addendum 6 and Addendum 7.

### **AFTER PRODUCTION**

1. Within 60 days of completing principal photography for motion pictures and television series and 45 days for commercials in Washington State the production company must submit a completion package to WF. Please refer to Addendum 6: for Completion Package Binder Requirements.
2. If a qualified production has been previously approved for post-production funding assistance, then it may submit a separate completion package for post-production services within 1 year of submitting the production Completion Package. It should be noted that the post-production completion package may not contain any invoices dated earlier than the date the production submitted the production completion package.

Please see Addendum 7: Post-Production Completion Package Requirements for more detail.

**\*\*NOTE: ALL PRODUCTIONS WILL BE CHARGED AN ADMINISTRATIVE REVIEW FEE. THE FEE WILL BE \$5000 FOR MOTION PICTURES AND TELEVISION SERIES AND \$2500 FOR COMMERCIALS. (IF SHOOTING MULTIPLE EPISODES OF ONE SERIES, THE FEE WILL APPLY TO THE REVIEW OF EACH EPISODE).**

#### **DISQUALIFICATION**

1. Support for a Qualified Project may be withdrawn at any time if WF determines at its sole discretion that:
  - a. Principal photography cannot be completed within one year (365 days) of receiving the Filmworks Innovation Lab Letter of Intent from WF for any reason (except for a reasonable allowance in the event of a *force majeure* event).
  - b. The Project is materially off-schedule relative to the schedule described in the application process or shooting schedule.
  - c. The principals of the Project or their representatives engage in fraud or misrepresentation, fail to comply with all applicable laws, or otherwise act in a manner that materially damages the mission of WF to enhance the development and competitiveness of the motion picture industry in Washington.

#### **THE DEPARTMENT OF COMMERCE SURVEY DETAILS**

1. In order to recognize the accountability and effectiveness of tax policy, the legislature requires that each production that obtains WF funding assistance complete a survey at the completion of WF internal review process and prior to being issued funding assistance.
2. The survey template is available on WF website ([www.WashingtonFilmworks.org](http://www.WashingtonFilmworks.org)). In the cases where a separate post-production completion package is being filed, a second survey will be required.
3. The Department of Commerce may request further information as needed.

#### **WASHINGTON STATE TAX EXEMPTIONS**

1. A production's ability to claim sales and use tax exemptions is not effected by the receipt of funding assistance from WF. (Refer to Addendum 3: Motion Picture and Video Production Business Tax Exemption Certificate)

###

## Addendum 1: Collective Bargaining Agreement Positions

### Positions for Health Retirement Benefits\*

#### **Art Department**

Production Designer  
Art Director  
Art Department Coordinator  
Set Designer/Draftsperson

#### **Construction, Paint, & Scenic**

Coordinator  
Draftsperson  
Foreman  
Gang Boss  
Shop Crafts Person  
Prop/Model Makers (aka Carpenters)  
Construction Divers  
Utility Technicians (Limited)  
Buyer  
Tool Person  
Key Scenic Artist (Painter)  
Scenic Foreperson (aka Charge Artist)  
Set Painters  
Scenic Artist  
Sign Painters/Writers  
On Set Painters  
Sculptors/Plasterers

#### **Camera**

DP/Cinematographer  
Camera Operator  
1st Assistant Camera  
2nd Assistant Camera  
Digital Image Technician  
Loader  
Still Photographer

#### **Wardrobe**

Wardrobe Supervisor  
Costume Designer  
Key Wardrobe/Lead Set Wardrobe  
Assistant Key  
Costumer/Buyer/Stylist  
Set Costumer

#### **Electricians**

Gaffer  
Best Boy  
Generator Operator  
Electrician  
Lamp Operator  
Dimmer Operator/Laptop Operator  
Rigging Gaffer  
Rigging Best Boy  
Rigging Electrician

#### **First Aid**

Medic, EMT, etc

#### **Greens**

Greens Foreman  
First Greens  
On Set Greens

#### **Grip**

Key Grip  
Best Boy  
Dolly Grip  
Crane Operator  
Grip  
Rigging Key  
Rigging Best Boy  
Rigging Grips

#### **Makeup and Hair**

Key Makeup Artist  
Makeup Artist  
On Set Makeup Artist  
Key Hair Stylist  
Hair Stylist  
Wig Makers

#### **Painters (also see Construction)**

Charge  
Scenic  
Set Painter

#### **Set Dressing**

Set Decorator  
Lead Person  
Draper/Upholsterer  
Dresser (On Set, Off Set, Swing Gang Buyer)

#### **Sound**

Sound Mixer  
Boom Operator  
Cable Person  
Utility

#### **Video Assist**

VTR/Playback  
Non-Record Video/Video Assist  
Cable Utility

#### **Special Effects**

Effects Coordinator  
Foreman  
Welder  
Diver  
Effect Technician  
Licensed Powder Person

#### **Production Office**

Production Supervisor  
Assistant Production Supervisor  
Production Office Coordinator  
Assistant Production Office Coordinator  
Production Accountant  
Assistant Production Accountant  
Payroll Accountant

#### **Teacher**

Studio Teacher

#### **Projection**

Dailies Projectionist

Key Tailor/Fitter  
Tailor  
Shopper  
Seamstress/Stitcher/Sewer

**Craft Service**

Key Craft Service  
Assistant Craft Service

**Editorial**

Editor  
Assistant Editor  
Apprentice Editor  
Sound Editor

**Talent** (does not include

Extras)  
Actor  
Stunt Coordinator

Signs  
Standby Painter  
Plasterer  
Sculptor

**Props**

Prop Master  
Assistant Prop Master  
Buyer  
Prop Weapons  
On Set Picture Cars/Boats  
Marine Coordinator  
Boat Handlers  
Prop Person

**Script** (aka Continuity)  
Script Supervisor

**DGA Positions**

Director  
Line Producer  
Unit Production Manager  
1st AD  
2nd AD  
2nd 2nd AD, etc.

**Teamster Positions**

Transportation Coordinators  
Transportation Captains  
All Drivers (including passenger vans)

Locations Manager (occasionally IATSE)  
Locations Scout

\*Positions listed here are those WF considers typically covered by collective bargaining agreements and require evidence of health & retirement benefits paid. WFW recognizes that positions may have alternate titles but function in the same capacity. For those crew persons, the same standards of benefits evidence apply.

*Revised - 2.9.10*

## **Addendum 2: Benefits Provision**

Washington Filmworks (WF) requires that all productions receiving funding assistance make industry standard payments for health insurance and retirement benefits.

Productions will meet this requirement if they enter into an agreement with the various trade unions that represent workers in the motion picture industry, and provide health insurance and retirement programs tailored for the industry.

WF's goal in administering the benefits provision is to avoid creating a competitive disadvantage between union and non-union productions. WF acknowledges that the easiest way to comply with the benefits provision is to use the various union benefit structures.

In cases where a production does not have a collective bargaining agreement in place, the applicant can meet this requirement by providing adequate health insurance coverage and making adequate contributions to retirement programs. These contributions must be industry standard payments that are equal to the amounts paid under the applicable collective bargaining agreement that would cover the majority of the crew.

Please contact WF directly for the current definition of what is considered adequate health coverage and retirement benefits.



**MOTION PICTURE AND VIDEO PRODUCTION BUSINESS  
EXEMPTION CERTIFICATE**

1. Name of Vendor \_\_\_\_\_

2. Name of Renter/Buyer \_\_\_\_\_

3. Address of Renter/Buyer \_\_\_\_\_  
*Street City, State Zip Code*

4. Production Equipment Rented \_\_\_\_\_

\_\_\_\_\_

*Use additional sheets as needed*

5. Production Services Purchased \_\_\_\_\_

\_\_\_\_\_

*Use additional sheets as needed*

**This certificate exempts both state and local sales tax from production rental equipment and purchase of production services. The tax exemption on vehicles used in production applies to state and local taxes and extends to exempting the additional sales tax on rental cars.**

The renter/buyer certifies that it is a motion picture or video production business and that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050.

Print Name \_\_\_\_\_  
*Name of Person Authorized by the Renter/Buyer to Sign the Certificate*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Signature of Authorized Agent of the Renter/Buyer Date Signed*

For tax assistance, visit [dor.wa.gov](http://dor.wa.gov) or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

REV 27 0023 (9/23/08)



## Addendum 4: Code of Conduct

# **Washington State – Production Code of Conduct**

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**To Production Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building a good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

**To The Citizens:** If you find this production company is not adhering to the Code Of Conduct, please contact the Seattle Office of Film + Music at (206) 684-5030 or Washington Filmworks (206) 264-0667.

- 1) When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base campus, and meal areas). The filming notice should include:
  - name of company
  - name of the production
  - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
  - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
  - company contact (first assistant director, unit production manager, location manager)
  - name and number of City Film Coordinator
- 2) The Code Of Conduct should be attached to the filming notification and distributed to the neighborhood.
- 3) Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
- 4) When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
- 5) The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
- 6) No production vehicles should park in or block driveways without the express permission of the driveway owner.
- 7) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
- 8) Removal, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner

- 9) Remember to use the proper receptacles for disposal of all napkins, plates, and coffee cups you may use in the course of a working day.
- 10) All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
- 11) Every member of the cast and crew will keep noise levels as low as possible.
- 12) Articles of clothing that do not display common sense and good taste should not be worn by crew members. Closed toed shoes and shirts must be worn at all times, unless otherwise directed.
- 13) Crew members shall not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
- 14) Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
- 15) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 16) Make sure all catering, crafts service, construction, strike, and personal trash is removed from the location.
- 17) Observe designated smoking areas and always extinguish cigarettes in butt cans.
- 18) Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
- 19) The company will comply at all times with the provisions of the filming permit.

**Addendum 5: Washington Filmworks Declaration of Residency Form  
DECLARATION OF RESIDENCY**

**Purpose of this form:** Qualified Projects claiming funding assistance on wages or salaries paid to Washington State residents must have each employee complete this declaration of residency. The Qualified Project must retain this form in its records and submit a completed copy for each Washington State worker employed on the Qualified Project.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Permanent Residence</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number</b>	<b>Email</b>	
<b>Title of Project or Production</b>	<b>Position / Role</b>	

**Length of time at above address** \_\_\_\_\_

Residency. To be a resident of Washington State that enables your employer to qualify for funding assistance for your engagement from Washington Filmworks (WF), you must have a permanent dwelling within the state and spend an aggregate of at least six months each year within the state. You may only have one permanent dwelling and a change in your permanent dwelling is established only by establishing a physical presence in a new location with intent to abandon your old domicile and make a home in the new location permanently or indefinitely. Employees whose engagement does not qualify for WF support may still be hired by the production company at the production company's discretion.

1. Is this Declaration of Residency for a minor? Yes  No   
A minor must present parent or legal guardian's proof of residency. Guardian Name \_\_\_\_\_
2. Are you presently a resident of Washington State? Yes  No   
a. If yes, have you been a resident for at least 6 months prior to today's date? Yes  No
3. Do you anticipate changing your residence status during the time that you expect to work on the motion picture? Yes  No
4. What evidence have you provided the production company to show residence in Washington State? You *must* provide a copy of at least one of the following. If WF determines that more than one item is required, you will be notified. *Exception: Employees earning less than \$500 on the project need not provide the following documentation.*
  - Valid Washington State driver's license with an issue date at least six months prior to the date of this Declaration
    - o Enter the driver's license number. \_\_\_\_\_
  - A current Washington State voter registration card with an issue date at least six months prior to the date of this Declaration
    - o Enter the registering county. \_\_\_\_\_
  - Copies of six months of utility bills with a Washington State address

**\*\*\*YOU MUST PROVIDE A PHOTOCOPY OF YOUR PROOF OF RESIDENCY\*\*\***  
*Unless you are making less than \$500 on this motion picture.*

I declare under penalty of perjury that everything in this document is true, correct and complete to the best of my knowledge.	
Signature _____	Date _____

## **Addendum 6: Production Completion Package Requirements**

### **Production Completion Package Requirements**

Within sixty (60) days of completing principal photography on your motion picture project, or forty-five (45) days for a commercial, the production company must submit a Production Completion Package to Washington Filmworks (WF).

WF works closely with each production in an effort to expedite the funding assistance process and reduce associated costs to the production. To that end, please provide the information listed below, divided into the sections as follows. Please note that the completion package will not be considered complete and the review will not commence until all these items are received.

### **Section I -- Production Overview**

This section should include the following information:

1. Signed letter from the Production Accountant confirming:
  - a. The production dates
  - b. The Washington State general ledger (or expense report) has been reviewed for accuracy
  - c. All financial obligations incurred in the state of Washington have been paid
  - d. The total amount spent to date on Washington Resident Payroll and Washington Vendors
  - e. The total amount of funding assistance being requested
2. Chart of Accounts (the list of account numbers and names where costs are charged)
3. Total Production Budget to date
  - a. Estimated vs. Actual costs should be included
4. Washington State general ledger (for commercials, a PO Log is acceptable) itemizing all qualified expenditures.
  - a. WF requires that each production include both paper and digital (preferably excel) formats of the ledger  
\*\*\*Also please note: if production prefers, this ledger may be divided into two reports: 1. payroll data for crew and talent, 2. all other expenses
  - b. This general ledger or PO log should include at least the following details for all transactions:
    - i. account number
    - ii. transaction date
    - iii. payee or vendor name
    - iv. amount
    - v. source of payment (check or petty cash, journal entry)
    - vi. a description detailing the expense
    - vii. any invoice or petty cash envelope number if applicable
  - c. It should be noted that the total amount of the Washington State ledger(s) or PO log(s) should match exactly the total amount being claimed as eligible Washington State spend as specified in the production accountant letter.
5. Payroll Report for all crew and talent must match the excel template provided by WF and include the following for each resident and nonresident employee who worked in Washington State:
  - a. Employee Name

- b. Employee Email (if available)
  - c. Address
  - d. Home State
  - e. Work State
  - f. Corp Name (if applicable)
  - g. Position
  - h. Specify union (or nonunion if applicable)
  - i. Hourly base rate
  - j. Total hours worked
  - k. Total days worked
  - l. Total gross wages
  - m. Per Diem (if applicable and paid through payroll)
  - n. Kit Rentals (If applicable and paid through payroll)
  - o. Mileage (If applicable and paid through payroll)
  - p. Payroll taxes (itemized: FICA, FUTA, SUI, Other)
  - q. Benefits paid if applicable. (Pension, Health & Welfare)
    - i. Should there be a question as to whether a position requires benefits please refer to the list of Collective Bargaining Agreement positions WF considers “typically covered” in Addendum 1 or contact WF immediately for clarification.
  - r. Workers Comp Insurance (SDI)
  - s. Handling Fees: Payroll handling fees may only be included if the payroll was processed by a qualified WA based business.
  - t. Week Ending for 1<sup>st</sup> week worked
  - u. Week Ending for Last week worked.
6. Locations List for all Washington jurisdictions. This list should include a list of all cities, jurisdictions, or towns in which principal photography or 2<sup>nd</sup> unit photography occurred for this project and the number of days shot there. This list should also include the cities, jurisdictions, or towns for the Washington production office including the number of days open, and the cities, jurisdictions, or towns in which cast or crew was housed in Washington if different than the shooting locations.
7. Proof of customary production/liability insurance
8. Department of Commerce Production Survey
- a. Following the internal review by WF, Production must complete the Department of Commerce Survey
    - i. You can access the survey from our website  
<http://www.washingtonfilmworks.org>
  - b. Once you have filled out the survey, print and deliver a copy to WF
  - c. No funds will be issued until a copy of the survey has been submitted to WF and WF has verified the Dept of Commerce has received the survey
  - d. Separate surveys are required to be filed and accompany the production and post-production completion packages respectively (where applicable)

## **Section II -- Cast & Crew Detail**

A Payroll Report that matches the WF Template should already have been submitted in *Section I*. This section should include the following information for resident and nonresident labor:

1. A copy of the standard Production Crew List distributed to crew
2. A copy of the standard Production Cast List.

- a. If this list does not already exist please note that it must include character name
3. Comprehensive list of extras / stand-ins sorted alphabetically by last name
  - a. If the extras / stand-ins were not paid with the crew and cast through payroll then the following must be included in the list for each extra / stand-in: name, hourly rate, total hours worked, total days worked, total amount for any “bumps” for wardrobe, props, etc, total gross wages.
4. Both digital and paper formats of the crew, cast, and extras lists are required (again, excel is preferred but word or PDF is accepted)
5. Copies of Time Cards and Paychecks for all Washington Residents and allowable Non-Residents. Time Cards and Paychecks should be submitted in alphabetical order by employee or by week-ending, then alphabetical order by employee
6. SAG Exhibit Gs (where applicable)
7. If production used a payroll service company to process crew, cast and/or extras payroll payments, production must include copies of the payroll service company invoices and fringe reports for Washington Resident and allowable Non-Resident labor

### **Section III – Proof of Benefits**

This section may be included in the vendor invoice section or included in a detailed Cast & Crew Detail section but should include the following information:

1. Documentation that health and retirement benefits have been paid out to the applicable cast and crew positions WF considers typically covered by a collective bargaining agreement (CBA) as defined in Addendum #1
2. If the production did not sign a union contract to cover all CBA positions, then an explanation of how our benefits criteria was fulfilled

### **Section IV -- Declaration of Residency for Crew, Cast and Extras**

This section should include the following information:

1. All Washington residents must complete the Declaration of Residency form upon date of hire
2. Proof of residency must accompany the residency form for any Cast, Crew or Extras making \$500 or more on a production. Acceptable documentation is one of the following:
  - a. a valid Washington State driver’s license with an issue date at least six (6) months prior to the date of the Declaration of Residency (or resident’s start date)
  - b. A current voter registration card with an issue date at least six (6) months prior to the date of the Declaration of Residency (or resident’s start date)
  - c. Copies of six (6) months of utility bills with a Washington State address
3. If an employee cannot provide one of the previous three forms of proof other proof may be acceptable. WF must approve all alternate forms of proof of residency in advance of submission
4. Crew, Cast or Extras making less than \$500 on a production are not required to provide proof of residency, but must complete and sign a Declaration of Residency form.
5. If the Cast member or Extra is a minor and cannot produce proof of residency, then he or she may have his or her parent or legal guardian sign the declaration of residency and provide their proof of residency
6. All Declaration of Residency forms and associated proof of residency must be sorted alphabetically by last name

### **Section V -- Petty Cash Envelopes and Receipts**

This section should include the following information:

1. All qualified in-state petty cash receipts should be itemized by line item in the submitted Washington State general ledger.
  - a. The ledger should include the vendor name (if the “Vendor” field automatically fills with the crew member’s name who had the petty cash float, please include the vendor name in the “Description” field)
  - b. A brief description of the purchase
  - c. Petty Cash Envelope Number
  - d. Date and Amount of Transaction
  - e. See *Section I* for more information.
2. Petty cash envelopes must be:
  - a. Copied (please include copies of the front of the envelope and all corresponding Washington receipts)
  - b. Numbered and presented in numerical order by crew member, float, or department
  - c. Clearly indicated any non-Washington expenses on the petty cash envelope copies
  - d. Copies of all non-Washington receipts should be voided with a thick black pen or not included at all
3. Acceptable receipts include the vendor name, phone number, and address in Washington State, date of the expenditure, item(s) description, and amount paid
  - a. If purchasing items from a non-traditional vendor, all of the above information must be included on the receipt—even if handwritten. Additionally, the Washington state vendor must sign the receipt
4. WF encourages each production to use the petty cash envelope template available for download from our website.

### **Section VI – Credit Card Purchase and Receipts**

Credit Card purchases should be treated similarly to Petty Cash purchases.

1. All qualified in-state credit card purchases should be itemized by line item in the submitted Washington State general ledger.
  - a. The ledger should include the vendor name. if the “Vendor” field automatically fills with the credit card company name, please include the vendor name in the “Description” field)
  - a. A brief description of the purchase
  - b. Credit Card Transaction Number or Envelope Number
  - c. Date and Amount of Transaction
  - d. See *Section I* for more information
2. Credit Card Receipts must be presented in the following way:
  - a. Similar to a Petty Cash Envelope, Credit Card receipts must be presented with a copy of a “Credit Card Envelope” cover
    - i. The Envelopes must be numbered and presented in numerical order by credit card number (For Example: if production used 2 credit cards: Amex1234, MC5678, then envelopes should be grouped by credit card then numbered)

- ii. As an alternative to the “Credit Card Envelope” presentation, production may choose to submit a copy of the Credit Card Statement containing the appropriate expenses
  - b. All Washington Expenses must be numbered on the Credit Card Envelope of Statement. A copy of the corresponding credit card receipt must accompany the Envelope or Statement and must be numbered with the corresponding expense number
  - c. Clearly indicated any non-Washington expenses on the Credit Card Envelope copies or Credit Card Statement
  - d. Copies of all non-Washington receipts should be voided with a thick black pen or not included at all
3. Acceptable receipts include the vendor name, phone number, and address in Washington State, date of the expenditure, item(s) description, and amount paid.  
 Note: Credit Card Receipts that simply indicate a vendor and total without any description of purchase or service will not be considered acceptable.

**Section VII -- Vendor Invoices**

This section should include the following information:

- 1. Only invoices included on your Washington State general ledger (Section I) should be included in this section.
- 2. All invoices should be filed alphabetically by vendor name and should be accompanied by a copy of the check cut to the vendor.
- 3. All invoices should be referenced to a chart of accounts or account ID on the Washington State general ledger.
- 4. Acceptable invoices include the vendor name, phone number, and address in WA State, date of the expenditure, item(s)/service description, and amount paid.

**NOTE: ALL PRODUCTIONS WILL BE CHARGED AN ADMINISTRATIVE REVIEW FEE.**  
 \$5000 for Motion Pictures or Episodic Series  
 \$2500 for Commercials

(If shooting multiple episodes for one series, the fee will apply to the review of each episode).

**BECAUSE THIS REVIEW IS CONDUCTED AFTER THE COMPLETION PACKAGE IS SUBMITTED, THE FEE FOR THIS REVIEW IS NOT ELIGIBLE FOR FUNDING ASSISTANCE.**

**Addendum 7: Post-Production Completion Package Requirements**

If a qualified production has been previously approved for post-production funding assistance, then it may submit a separate completion package for post-production services within one (1) year of submitting the Production Completion Package.

Please provide WF with the following items listed below, divided into the sections as follows. It should be noted that the post-production completion package may not contain any invoices dated prior to the date the production submitted the production completion package.



## **Section I –Post-Production Overview**

This section should include the following information:

1. Signed letter from the Production Accountant confirming:
  - a. Date of the post-production period
  - b. Whether there was any additional photography during the post-production period and if so, the number of shoot days.
  - c. The Washington State general ledger for post-production expenses (or expense report) has been reviewed for accuracy
  - d. All financial obligations incurred in the state of Washington have been paid.
  - e. The total amount spent during the post-production time period on Washington Resident Payroll and at Washington Vendors.
  - f. The total amount of funding assistance being requested for the post-production completion package
2. Total Production Budget to date  
Estimated vs. Actual costs should be included
3. Washington State general ledgers for post-production itemizing all qualified expenditures.
  - a. WF requires that each production include both paper and digital (preferably excel) formats of the ledger  
\*\*\*Also please note: if production prefers, this ledger may be divided into two reports: 1. payroll data for crew and talent, 2. all other expenses
  - b. This general ledger should include all of the details required in the production completion package.
  - c. It should be noted that the total amount of the post production Washington State ledger(s) should match exactly the total amount being claimed as eligible Washington State spend.
4. Payroll Report for all crew and talent must match the excel template provided by WF and include the same detail as required for the production completion package for each the following for each resident and nonresident employee who worked in Washington State during the post production period.
5. Locations List for all Washington jurisdictions used in the post-production period including possible reshoot, 2<sup>nd</sup> Unit photography locations, or post production offices. This should include the same detail as submitted with the production completion package.
6. Chart of Accounts for reference if any thing has changed or been added since the production completion package submission
7. Department of Commerce Post-Production Survey
  - a. Following the internal review by WF, Production must complete the Department of Commerce Survey
    - i. You can access the survey from our website  
<http://www.washingtonfilmworks.org>
  - b. Once you have filled out the survey, print a copy to submit to WF
  - c. No funds will be issued until a copy of the survey has been submitted to WF and WF has verified the Dept of Commerce has received the survey
  - d. Separate surveys are required to be filed and accompany the production and post-production completion packages respectively (where applicable)

## **Section II -- Cast & Crew Detail**

A Payroll Report that matching the WF Template should already have already been submitted in **Section I**. This section should include the following information:

1. An updated copy of the standard Production Crew List distributed to the crew if different from the one submitted with the production completion package
2. An updated copy of the standard Production Cast List (including character names) if different from the one submitted with the production completion package
3. Comprehensive list of extras / stand-ins (if applicable) sorted alphabetically by last name submitted the same as required in production completion package
4. Both digital and paper formats of the crew, cast, and extras lists are required (again, excel is preferred but word or PDF is accepted)
5. Copies of Time Cards and Paychecks for all Washington Residents and allowable Non-Residents who worked during the post-production period. Time Cards and Paychecks should be submitted in alphabetical order by employee or week-ending order, then alphabetical order by employee.
6. SAG Exhibit Gs (where applicable)
7. If production used a payroll service company to process crew, cast and/or extras payroll payments, production must include copies of the payroll service company invoices and fringe reports for Washington Resident and allowable Non-Resident labor.

## **Section III – Proof of Benefits**

This section may be included in the vendor invoice section or included in a detailed Cast & Crew Detail section but should include the following information:

1. Documentation that health and retirement benefits have been paid out to the applicable cast and crew positions WF considers typically covered by a collective bargaining agreement (CBA) as defined in Addendum #1.
2. If the production did not sign a union contract to cover all CBA positions, then evidence that health and retirement benefits have been resolved.

## **Section IV -- Declaration of Residency for Crew, Cast and Extras**

This section should include the following information:

1. All Washington residents must complete the Declaration of Residency form upon date of hire. Please include Declaration of Residency for any new hires during the post production period.
2. Proof of residency must accompany the residency form for any Cast, Crew or Extras making \$500 or more on a production. Acceptable documentation is detailed in the production completion package requirements.
3. All Declaration of Residency forms and associated proof of residency must be sorted alphabetically by last name.
4. You DO NOT need to re-submit declarations of residency and proof for any cast or crew member whom you've previously submitted declarations in the production completion package.

## **Section V -- Petty Cash Envelopes and Receipts**

This section should include the following information:

1. All qualified in-state petty cash receipts incurred during the post production period should be itemized by line item in the submitted Washington State general ledger as described in the production completion package requirements

2. Petty cash envelopes and copies of receipts must be submitted according to the production completion package requirements
3. Acceptable receipts include the vendor name, phone number, and address in WA State, date of the expenditure, item(s) description, and amount paid
  - a. If purchasing items from a non-traditional vendor, all of the above information must be included on the receipt—even if handwritten. Additionally, the Washington state vendor must sign the receipt
4. WF encourages each production to use the petty cash envelope template available for download from our website.

### **Section VI – Credit Card Purchase and Receipts**

Credit Card purchases should be treated similarly to Petty Cash purchases.

1. Credit Card Receipts must be presented in the following way:
  - a. Similar to a Petty Cash Envelope, Credit Card receipts must be presented with a copy of a “Credit Card Envelope” cover
    - i. The Envelopes must be numbered and presented in numerical order by credit card number (For Example: if production used 2 credit cards: Amex1234, MC5678, then envelopes should be grouped by credit card then numbered)
    - ii. As an alternative to the “Credit Card Envelope” presentation, production may choose to submit a copy of the Credit Card Statement containing the appropriate expenses
  - b. All Washington Expenses must be numbered on the Credit Card Envelope of Statement. A copy of the corresponding credit card receipt must accompany the Envelope or Statement and must be numbered with the corresponding expense number
  - c. Clearly indicated any non-Washington expenses on the Credit Card Envelope copies or Credit Card Statement
  - d. Copies of all non-Washington receipts should be voided with a thick black pen or not included at all
2. Acceptable receipts include the vendor name, phone number, and address in Washington State, date of the expenditure, item(s) description, and amount paid.

Note: Credit Card Receipts that simply indicate a vendor and total without any description of purchase or service will not be considered acceptable.

### **Section VII -- Vendor Invoices**

This section should include the following information:

1. Only invoices included on your Washington State general ledger (*Section I*) should be included in this section.
2. All invoices should be filed alphabetically by vendor name and should be accompanied by a copy of the check cut to the vendor.
3. All invoices should be referenced to a chart of accounts or account ID on the Washington State general ledger.
4. Acceptable invoices include the vendor name, phone number, and address in Washington State, date of the expenditure, item(s)/service description, and amount paid.

###