

Film and Television Tax Credit (FTTC)



Requesting a Tax Credit Certificate Companion Guide

Alberta ■

Film and Television Tax Credit – Requesting a Tax Credit Certificate Companion Guide

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Requesting a Tax Credit Certificate Companion Guide

To get started

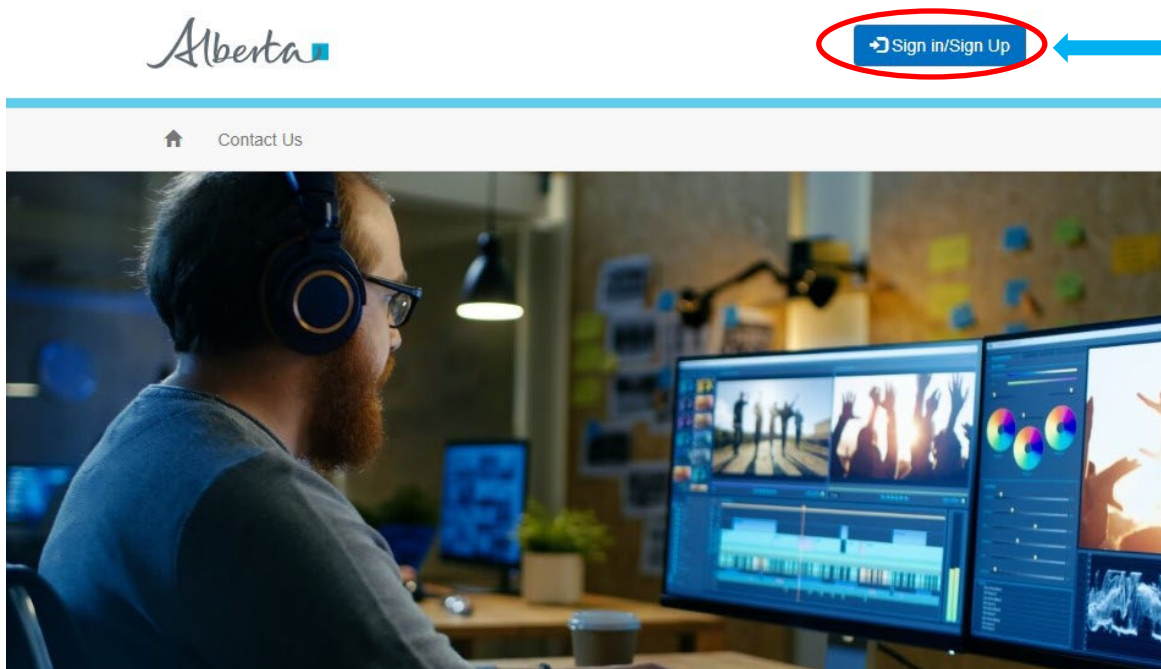
Access the Portal

Open your browser (Google Chrome or Microsoft Edge is recommended) and access the online application portal: <https://funding.alberta.ca/>

Or, you can access the portal via the [FTTC webpage](#).

To start your application, click on “Sign in/Sign Up” (Option 1) or “How to apply” and then “Online Application Portal” (Option 2).

Option 1:



Option 2:

On this page:

[Important dates](#)

[Overview](#)

[Tax credit rates](#)

[Eligibility](#)

[How to apply](#)

[After you apply](#)

[Requesting a tax credit](#)

[Additional program details](#)

[Supplementary forms](#)

[Contact](#)

[Related](#)

[Online Application Portal →](#)

Alberta.ca Account

You will be taken to the Alberta.ca Account login page and prompted to sign into your existing account.

 Alberta.ca Account

[Available services](#) [Get help](#) [Contact](#)

Sign in

Username

Password

Sign in

[Forgot your username or password?](#)

If you have forgotten your Alberta.ca Account login information, or have difficulties logging in, please try one of the following options:

- Contact the Alberta.ca Account team at 1-844-643-2789 or alberta-ca.account@gov.ab.ca
- Fill out the online form at: <https://www.alberta.ca/alberta-ca-account-contact.aspx>
- For forgotten user ID and/or password, go to <https://account.alberta.ca/login> and click on the “Forgot your username or password?” link. You will then be e-mailed the reset and/or recovery information.

Once you login using your existing account, you will be taken to the main Application page. On this page, you will find all submitted applications under “My Applications”.

Applications

This website has been designed to work properly in the following browsers:
- Google Chrome
- Microsoft Edge
To submit an application, you need to use one of these two browsers.

My Registrations

My Applications						
Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		Authorization Issued	Tuesday, May 14, 2024	Tuesday, May 14, 2024	View Application Tax Credit Request Export

FTTC Program Tax Credit Certificate Request Steps

Tax Credit Certificate Request

Once you have logged into your Alberta.ca account, you will see all the applications that have been started or submitted.

Find the application that you would like to submit a Tax Credit Certificate Request for and click the "Tax Credit Request" button.

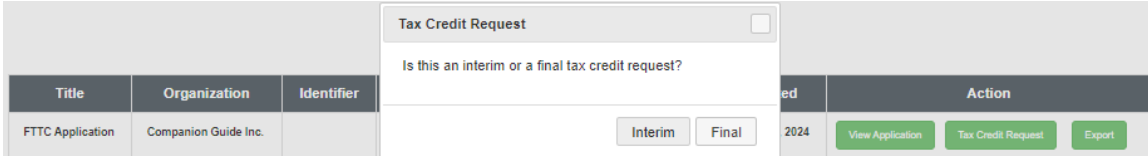
Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		Authorization Issued	Tuesday, May 14, 2024	Tuesday, May 14, 2024	View Application Tax Credit Request Export

Helpful tips:

- Please have all documentation ready for upload prior to beginning the request. The request will require document upload at the final step of the request process.
 - The following documents are required and can be found at the bottom of the program webpage:
 - Actual Total Production Cost
 - Related Party Transaction Form
 - Actual production schedule with dates and shooting locations
 - Audited Production Cost Statement
 - A copy of completed production, e.g., digital link and password in a doc, or specify if a physical copy will be mailed (final tax credit certificates only)
 - Actual progress report (for interim tax credit certificates only)
 - Supporting document for shooting locations (required if eligible for 30% rural and remote area consideration)
- When "Next" is selected after a page is completed, the page application will automatically save the data entered up to this point.

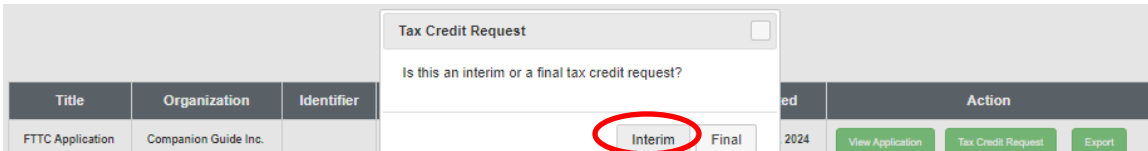
- Please note that applicants must notify the program area of any changes to the production within 30 days of the change.

Once you click the “Tax Credit Request” button on the Alberta.ca dashboard, a pop-up box will appear. Please select if this will be an interim tax credit certificate request (for multiple tax credit certificate option) or a final/single tax credit certificate request. Information about the interim or final tax credit certificate request can be found in the [Program Guidelines](#).



Interim Tax Credit Certificate Request

If you are applying for an interim tax credit certificate request, please select “Interim” in the pop-up box to be taken to the first page of the application.



Production Information

On the Production Information page, the greyed-out fields are not required for the interim tax credit certificate selection. The information provided in this section should be for the reporting period only, as it is an interim request.

Designated assistance is defined in the [Program Guidelines](#). This amount will be deducted from the total tax credit amount your production is eligible for. Please note, tax credit amounts from the FTTC program are not considered to be designated assistance.

Production information

Actual Eligible (Alberta-based) Labour Costs for the reporting period *	Start Date of current reporting period *
<input type="text" value="\$"/>	<input type="text"/>
Actual Eligible (Alberta-based) Production Costs excluding labour and/or salaries for the reporting period *	End Date of current reporting period *
<input type="text" value="\$"/>	<input type="text"/>
Actual non-Alberta Costs for the reporting period *	Actual Alberta Headcount for the reporting period *
<input type="text" value="\$"/>	<input type="text"/>
Actual Designated Assistance received for the reporting period *	Planned air/release date
<input type="text" value="\$"/>	<input type="text"/>
Actual pre-production start date	Actual number of Alberta production shooting days
<input type="text"/>	<input type="text"/>
Actual principal photography start date	Actual number of Alberta production shooting days in rural and remote area
<input type="text"/>	<input type="text"/>
Actual number of production shooting days	Actual Total Eligible (Alberta-based) Production costs in rural and remote area
<input type="text"/>	<input type="text" value="\$"/>
Actual Alberta shooting location (specify city/municipality)	Actual total production costs
<input type="text"/>	<input type="text" value="\$"/>

Classification:

What additional economic impacts did your project have on Alberta and/or the Alberta's film and television industry (500 characters max.)?

Revenue Reporting Contact

On the Production Information page, the information for the Revenue Reporting Contact will need to be completed. Please provide a contact that FTTC program staff may reach out to discuss the reporting of revenue/profits regarding the production.

REVENUE REPORTING CONTACT

As part of the evaluation process for the FTTC Program, the program will substantiate the revenue or profit earned by an individual production in order to reflect the impact of film and television productions on the Alberta Economy. However, we understand that this revenue will be captured following Completion of Production (1-5 years) and potentially not directly by the applicant corporation.

Please provide a contact that program staff may reach out to discuss the reporting of revenue/profits with regard to the applicant production.

Contact First Name *	Contact Last Name *	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>
Corporation Name	Contact Email *	Contact Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachments

For the attachment section of the page, attachments with a red astericks (*) are mandatory fields and are required to submit a tax credit certificate request. For interim tax credit certificates and rural and remote filming consideration there may be additional attachments required. Please review the attachment listing to ensure the necessary attachments are provided.

Templates for the attachments can be found [here](#).

Acceptable file types: excel, pdf, word and maximum size is 20MB

For this section download the GOA-provided templates found [here](#)

Actual Total Production Costs *	<input type="button" value="Choose File"/> No file chosen
Related Party Transaction Form *	<input type="button" value="Choose File"/> No file chosen
For this section there are no GOA-provided templates	
Actual production schedule with dates and shooting locations *	<input type="button" value="Choose File"/> No file chosen
Audited Production Cost Statement *	<input type="button" value="Choose File"/> No file chosen
Other documents (max. five)	<input type="button" value="Choose File"/> No file chosen
Final tax credit request, a copy of completed production (e.g. digital link and password in a doc, or specify if a physical copy will be mailed)	<input type="button" value="Choose File"/> No file chosen <input type="text"/>
Actual progress report (for interim tax credits only)	<input type="button" value="Choose File"/> No file chosen
Supporting document for shooting locations (required if eligible for 30% rural and remote area stream)	<input type="button" value="Choose File"/> No file chosen

Currently uploaded attachments

File Category	File Name
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Once you have chosen all the necessary files for upload, please click “Upload Files”, and they will appear in the “Currently Uploaded Attachments” section of the page.

Acceptable file types: excel, pdf, word and maximum size is 20MB
 For this section download the GOA-provided templates found [here](#)

For this section there are no GOA-provided templates

Other documents (max. five) Choose File No file chosen

Final tax credit request, a copy of completed production (e.g. digital link and password in a doc, or specify if a physical copy will be mailed) Choose File No file chosen

Supporting document for shooting locations (required if eligible for 30% rural and remote area stream) Choose File No file chosen

Upload Files

Currently uploaded attachments

File Category	File Name	
Actual Total Production Costs File Upload	Document 1 .pdf	✕
Related Party Transaction File Upload	Document 1 .pdf	✕
Actual Production Schedule File Upload	Document 1 .pdf	✕
Audited Production Cost Statement File Upload	Document 1 .pdf	✕
Actual Progress Report Upload	Document 1 .pdf	✕

Certification

Please check the box to certify your request in accordance with FTTC legislation and program guidelines. Once the box has been checked, please click “Submit” to complete the tax credit certificate request.

CERTIFICATION

certify that all information contained within the FTTC program application is true and correct and will be used in accordance with the *Film and Television Tax Credit Act*, *Film and Television Tax Credit Regulation*, and program guidelines. *



Congratulations! You have completed the tax credit certificate request for the Alberta Film and Television Tax Credit Program.

Final/Single Tax Credit Certificate Request

If you are applying for a Final or Single Tax Credit Certificate Request, please select “Final” in the pop-up box to be taken to the first page of the application.

Title	Organization	Identifier	Year	Action
FTTC Application	Companion Guide Inc.		2024	View Application Tax Credit Request Export

Tax Credit Request

Is this an interim or a final tax credit request?

Interim
 Final

Production Information

On the Production Information page, the fields marked with a red astericks (*) are mandatory fields and are required to submit a tax credit certificate request. The information provided in this section should be for the entire reporting period.

Designated assistance is defined in the [Program Guidelines](#). This amount will be deducted from the total tax credit amount your production is eligible for. Please note, tax credit amounts from the program are not considered to be designated assistance.

Production information

Actual Eligible (Alberta-based) Labour Costs for the reporting period *	Start Date of current reporting period *
<input type="text"/>	<input type="text"/>
Actual Eligible (Alberta-based) Production Costs excluding labour and/or salaries for the reporting period *	End Date of current reporting period *
<input type="text"/>	<input type="text"/>
Actual non-Alberta Costs for the reporting period *	Actual Alberta Headcount for the reporting period *
<input type="text"/>	<input type="text"/>
Actual Designated Assistance received for the reporting period *	Planned air/release date *
<input type="text"/>	<input type="text"/>
Actual pre-production start date *	Actual number of Alberta production shooting days *
<input type="text"/>	<input type="text"/>
Actual principal photography start date *	Actual number of Alberta production shooting days in rural and remote area *
<input type="text"/>	<input type="text"/>
Actual number of production shooting days *	Actual Total Eligible (Alberta-based) Production costs in rural and remote area *
<input type="text"/>	<input type="text"/>
	Actual total production costs *
	<input type="text"/>
Actual Alberta shooting location (specify city/municipality) *	
<input type="text"/>	
What additional economic impacts did your project have on Alberta and/or the Alberta's film and television industry (500 characters max.)? *	
<input type="text"/>	

Revenue Reporting Contact

On the Production Information page, the information for the Revenue Reporting Contact will need to be completed. Please provide a contact that program staff may reach out to discuss the reporting of revenue/profits regarding the production.

REVENUE REPORTING CONTACT

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Please provide a contact that program staff may reach out to discuss the reporting of revenue/profits with regard to the applicant production.

Contact First Name *	Contact Last Name *	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>
Corporation Name	Contact Email *	Contact Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachments

For the attachment section of the page, attachments with an (*) are required to submit a tax credit certificate request. For final tax credit certificates and rural and remote filming consideration there may be additional attachments required. Please review the attachment listing to ensure the necessary attachments are provided.

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For this section download the GOA-provided templates found [here](#)

Actual Total Production Costs *	<input type="button" value="Choose File"/> No file chosen
Related Party Transaction Form *	<input type="button" value="Choose File"/> No file chosen

For this section there are no GOA-provided templates

Actual production schedule with dates and shooting locations *	<input type="button" value="Choose File"/> No file chosen
Audited Production Cost Statement *	<input type="button" value="Choose File"/> No file chosen
Other documents (max. five)	<input type="button" value="Choose File"/> No file chosen
Final tax credit request, a copy of completed production (e.g. digital link and password in a doc, or specify if a physical copy will be mailed)	<input type="button" value="Choose File"/> No file chosen <input type="text"/>
Actual progress report (for interim tax credits only)	<input type="button" value="Choose File"/> No file chosen
Supporting document for shooting locations (required if eligible for 30% rural and remote area stream)	<input type="button" value="Choose File"/> No file chosen

Currently uploaded attachments

File Category	File Name
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If you plan to mail a hard copy of the production. Please indicate so in the text box here.

Once you have chosen all the necessary files for upload, please click "Upload Files", and they will appear in the "Currently Uploaded Attachments" section of the page.

Acceptable file types: excel, pdf, word and maximum size is 20MB
 For this section download the GOA-provided templates found [here](#)

For this section there are no GOA-provided templates

Other documents (max. five) Choose File No file chosen

Actual progress report (for interim tax credits only) Choose File No file chosen

Supporting document for shooting locations (required if eligible for 30% rural and remote area stream) Choose File No file chosen

[Upload Files](#)

Currently uploaded attachments

File Category	File Name	
Actual Total Production Costs File Upload	Document 1.pdf	
Related Party Transaction File Upload	Document 1.pdf	
Actual Production Schedule File Upload	Document 1.pdf	
Audited Production Cost Statement File Upload	Document 1.pdf	
Copy of completed production Upload	Document 1.pdf	

Certification

Please check the box to certify your request in accordance with FTTC legislation and program guidelines. Once the box has been checked, please click “Submit” to complete the tax credit certificate request.

CERTIFICATION

certify that all information contained within the FTTC program application is true and correct and will be used in accordance with the *Film and Television Tax Credit Act*, Film and Television Tax Credit Regulation, and program guidelines. *

[Submit](#)

Congratulations! You have completed the tax credit certificate request for the Alberta Film and Television Tax Credit Program.

Submitted Applications

After you have submitted the tax credit certificate request, the status will change from “Tax Credit Request” to “Submitted Requests”. The “Published Status” will also change to “TC Requested”.

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		TC Requested	Tuesday, May 14, 2024	Wednesday, May 15, 2024	View Application Submitted Requests Export

If you have submitted an interim tax credit certificate request, the option to submit additional tax credit certificate requests will appear.

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		Interim Tax Credit Issued	Tuesday, May 14, 2024	Wednesday, May 15, 2024	View Application Tax Credit Request Submitted Requests Export

No further action is required until the tax credit certificate request is processed, at which point the “Published Status” will change to either “Interim Tax Credit Issued”, “Final Tax Credit Issued” or “Tax Credit Denied.”

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		Final Tax Credit Issued	Tuesday, May 14, 2024	Wednesday, May 15, 2024	View Application Submitted Requests Export

Previously submitted tax credit certificate requests for a production can be viewed by selecting the “Submitted Requests” button.

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action
FTTC Application	Companion Guide Inc.		Final Tax Credit Issued	Tuesday, May 14, 2024	Wednesday, May 15, 2024	View Application Submitted Requests Export

Contact

If you have any questions about the FTTC program or how to complete the online application, please contact us by email at fttc.program@gov.ab.ca or by telephone at 1-833-538-3882.