

Production Services Tax Credit (PSTC)

Accreditation Checklist

A corporation is entitled to a tax credit in respect of a taxation year if the corporation files with the Canada Revenue Agency all information and records required for the tax credit within 18 months after the end of that taxation year (for taxation years beginning on or after February 19, 2020) or within 36 months after the end of that taxation year (for taxation years beginning before February 19, 2020), including an Accreditation Certificate. **We recommend that you submit your application for an Accreditation Certificate to Creative BC within 12 months of the corporation's taxation year end to provide for sufficient processing time.** For applications submitted later, Creative BC cannot guarantee your certificate application will be processed in time for you to file with the CRA before the filing deadline, which may result in denied claims.

A. Pre-Certification

- ☐ Apply for a Pre-certification Number by submitting a Pre-certification form through Creative BC's website within 60 or 120* days after the date the corporation first incurs an accredited BC labour expenditure on the production;
* Please see our [PSTC Summary](#) or [PSTC Pre-Certification FAQs](#) to determine which deadline applies to your production.
- ☐ Pre-certification Number received by email from Creative BC;
- ☐ There is no fee for this Pre-certification

B. Application

- ☐ Please transmit a fully completed PSTC online application through our website;
- ☐ After an online application has been transmitted, send cheque payment for Administration Fee (payable to Creative BC):
 - Principal Photography (or, for animated productions, key animation) Start Date prior to Feb 19, 2020: Administration fee of \$5,500 (plus GST) per production
 - Principal Photography (or, for animated productions, key animation) Start Date on or after Feb 19, 2020: Administration fee of \$10,000 (plus GST) per production.

C. Accredited Production Corporation

- ☐ Proof of permanent establishment in British Columbia (e.g. lease agreement, bank statement, etc.) showing the Applicant's name and permanent establishment address in BC to demonstrate that the Applicant is subject to tax in British Columbia;

D. Accredited Production

- ☐ A legal opinion letter (addressed to Creative BC or which states that Creative BC can rely upon it) attesting to chain of title and copyright ownership in the production;
- ☐ An Affidavit for Official Designee when the Applicant is not the copyright owner (form available on Creative BC's website);
- ☐ Copy of the production services agreement between the copyright owner and the Applicant when the Applicant is not the copyright owner;
- ☐ Locked and signed total production budget (budget top sheet acceptable). Provide currency exchange rate if not in Canadian dollars;

- ☐ Breakdown of estimated BC labour expenditure;
- ☐ Production schedule indicating principal photography (or, for animated productions, key animation) start and end dates;
- ☐ For Live Action productions applying for the Regional Tax Credit or for the Regional and Distant Location Tax Credits, provide:
 - a breakdown of locations (with postal codes) for each BC principal photography day (template form available on Creative BC's website);
 - final daily production reports verifying the locations of each principal photography day or, in the case of a documentary, the final production schedule detailing dates and locations of each principal photography day;
- ☐ For Animated productions applying for the Regional Tax Credit or for the Regional and Distant Location Tax Credits, provide a detailed breakdown of the BC labour expenditure in respect of services rendered in the regional and distant location(s);
- ☐ If applying for the Digital Animation, Visual Effects and Post Production (DAVE) Tax Credit, provide:
 - a detailed breakdown of estimated BC labour expenditure directly attributable to eligible digital animation, visual effects and post production activities;
 - a description of the methodology used to determine on-set DAVE labour (if there is on-set work done in BC directly attributable to creating visual effects). The methodology should include a calculation that shows the visual effects for the production are created primarily (i.e. greater than 50%) with digital technology;
 - for productions with only VFX work done in BC, a copy of the Visual Effects Services Agreement and/or invoice(s) with the BC VFX vendor;
- ☐ Please include an acknowledgment and logo in the on-screen credits. See Creative BC Brand Assets for [PSTC Tax Credit Recipients](#) for wording and downloadable logos.

The Ministry of Tourism, Arts, Culture and Sport ("Certifying Authority") and Creative BC reserve the right to request additional documentation, including but not limited to a copy of the completed Production, to be submitted in a timely manner in order to assess the application. All documentation or information received with respect to an application for a PSTC Accreditation Certificate is subject to the confidentiality provisions of the Freedom of Information and Protection of Privacy Act and the Income Tax Act (British Columbia), and will be maintained in strictest of confidence by the Certifying Authority and Creative BC.

The PSTC is administered by Creative BC. Inquiries and applications should be directed to Creative BC.

WARNING: False or misleading information will result in automatic denial of the tax credits and may lead to prosecution under the Income Tax Act (British Columbia).