



MASSACHUSETTS FILM OFFICE PRODUCTION REGISTRATION FORM



The Massachusetts Film Office (MFO) has a number of resources to help make your production in Massachusetts successful. In order to maximize these resources, please complete the following form once you have decided on filming in Massachusetts. This form should be completed by the entity that will file for the Massachusetts Payroll/Production Tax Credit(s) and/or Sales Tax Exemption.

While there is no deadline for the completion of this form, please submit to the MFO prior to filing for your Sales Tax Exemption with the Massachusetts Department of Revenue (DOR). *NOTE: This form does not affect your 12 month qualifying period.*

PRODUCTION INFORMATION		
PROJECT TITLE:		
PRODUCTION COMPANY/STUDIO/NETWORK:		
DIRECTOR:		
PRODUCER(S):		
UPM/LINE PRODUCER:		
HEAD ACCOUNTANT:		
LOCATION MANAGER:		
PUBLICIST:		
PUBLICIST CONTACT (EMAIL, PHONE):		
LOCAL PRODUCTION OFFICE ADDRESS:		
LOCAL PRODUCTION OFFICE PHONE:		
LOCAL PRODUCTION OFFICE FAX:*	WEBSITE: Y <input type="checkbox"/>	N <input type="checkbox"/>
LOCAL PRODUCTION OFFICE EMAIL:*	WEBSITE: Y <input type="checkbox"/>	N <input type="checkbox"/>

* Please indicate which (if either or both) you will allow MFO to place on our website.

2. TYPE OF PRODUCTION		
<input type="checkbox"/> Feature Film	<input type="checkbox"/> Commercial	<input type="checkbox"/> Short Film
<input type="checkbox"/> Documentary	<input type="checkbox"/> 3D Production	<input type="checkbox"/> Other (describe below)
<input type="checkbox"/> TV-Pilot	<input type="checkbox"/> Animation	
<input type="checkbox"/> TV-Series or Miniseries	<input type="checkbox"/> Short Film	
<input type="checkbox"/> TV-Reality	<input type="checkbox"/> Student Film	

3. PRODUCTION COMPANY (Entity that will claim the tax credit)		
PERMANENT BUSINESS ADDRESS (NO PO BOXES):		
(PARENT) COMPANY NAME:		
PRINCIPAL CONTACT:		
ADDRESS:		
CITY, ST, COUNTRY:		ZIP:
PHONE:	CELL:	FAX:
EMAIL:		

4. PROCEDURES FOR SPECIAL CONDITIONS

Will you be employing minors? YES NO

Please visit: <http://www.mafilm.org/child-labor-laws>

Will you be using animals in your production? YES NO

Please visit: www.americanhumane.org/animals/professional-resources/for-producers-filmmakers/

Does your production intend to impact or utilize any MA state roads, harbors, highways, or ports?

YES NO UNSURE

If YES or UNSURE, please have your Locations Department contact: [Massachusetts Film Office](http://www.mass.gov/mfo) (617) 973-8400.

Please describe:

Does your production plan to include aerial work?

YES NO UNSURE

If YES or UNSURE, please have your Locations Department contact: [Massachusetts Film Office](http://www.mass.gov/mfo) (617) 973-8400.

Please describe:

5. NEW FIRE REGULATIONS

New state fire regulations require ALL productions to contact the fire department in each city and/or town in which your production will be prepping and/or filming. For more information, please contact the [MFO](http://www.mass.gov/mfo) at (617) 973-8400 and go to our [website](http://www.mass.gov/mfo).

6. ESTIMATED FIGURES

What is your estimated TOTAL qualifying spend in the Commonwealth of Massachusetts?

\$ _____

What is your estimated MA resident Worker Day TOTAL? (WD=1 person/1 day) _____

PLEASE NOTE: THESE 2 ITEMS MUST BE FILLED IN TO PROCEED.

7. SEND COMPLETED FORM TO MFO

.....When you have completed this form, please fax a copy to:.....

Catherine Onasanya
Massachusetts Film Office
Fax: (617) 973-8525

THANK YOU!