

# newmexicofilmoffice

## PRODUCTION MEETING AGENDA

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### Important Contact Information

#### New Mexico Film Office

NMFO General

NMFO Incentive Questions and submission

Phone: 505-476-5600

Email: [nm.film@nmfilm.com](mailto:nm.film@nmfilm.com)

#### New Mexico Taxation and Revenue Department (NMTRD) – Film Credit Unit

**NMTRD ACD team:** [TRD-FilmCredit@state.nm.us](mailto:TRD-FilmCredit@state.nm.us) or 505-795-1735

\*Contact ACD for questions related what expenditures qualify, vendor checks, residency questions and the RPD-41381 form. Click here to review the [TRD FYI-370](#) (the document is the last link on the page).

**NMTRD RPD team:** [businesscredit.mgr@state.nm.us](mailto:businesscredit.mgr@state.nm.us) or 505-827-0792

\*Contact RPD for questions relating to the RPD-41228 form, filing your tax form and questions about payout. Please note e-filing will process your return faster. Click here to start the process: <http://tax.newmexico.gov/online-services/>

### Before Pre-production meeting

- **Submit to NMFO:**
  - Please send a One-liners AND a list of filming locations and dates emailed to [nm.film@nmfilm.com](mailto:nm.film@nmfilm.com)

### Project Registration review

- If your budget, principal photography dates, etc. have changed, send revised registration form to NMFO.
- **NMFO to review/confirm information provided by production**
  - Confirm incentive amount
  - Budget top sheet – changes/updates
  - Confirm date of last NM expenditure
  - Uplifts
  - Dates
- **Film Crew Advancement Program (FCAP):** The FCAP program provides a 50% reimbursement of the qualifying participants' wages for up to 1040 hours physically worked by the crew member. Hired NM crewmembers must be advancing in their department. If you are interested in learning more about FCAP, please reach out to Rochelle Bussey [rochelle@nmfilm.com](mailto:rochelle@nmfilm.com).

## During Production

- Daily call sheets emailed to [nm.film@nmfilm.com](mailto:nm.film@nmfilm.com)
- Daily COVID test results emailed to [carrie@nmfilm.com](mailto:carrie@nmfilm.com) and [morgan@nmfilm.com](mailto:morgan@nmfilm.com) by 10:00 am. Daily testing is not required but daily reporting is.

## Wrap

- Submit the following documents to the NMFO upon completion of principal photography in New Mexico:
  - [Completion of Project](#)
  - Final Crew list (excel only)
  - Final Vendor list (excel only)
  - 5 set photos to be used of social media, NMFO handouts, NMFO website, etc
  - [Stats Form](#)

## Tax Credit submission process:

- Productions have ONE year from the date of their last qualifying expenditure date listed on their registration to apply for their tax credit application.
- The following needs to be submitted and approved by the NMFO:
  - [Financial Obligation.](#)
  - If participating in NRCE spreadsheet these additional items must be provided:
    - ◆ Proof that giveback fulfillment.
  - New Mexico Taxation and Revenue tax credit application: <https://www.tax.newmexico.gov/tax-professionals/tax-credits-overview-forms/film-production-tax-credit/>.
  - A CPA audit must be conducted by a CPA licensed to practice in New Mexico needed ONLY if the amount of the requested tax credit is more than \$5M.
  - [End Credit Screenshot:](#)
    - ◆ [NMFO Logo](#)
    - ◆ In addition to the NMFO Logo, there must be a written acknowledgement (required for all projects). Accepted examples are as follows: "Filmed on Location in the State of New Mexico" or "Thank You to the State of New Mexico,".
      - the acknowledgment shall be in the end screen credits that the production was filmed in New Mexico and a three-second static or animated state logo provided by the division shall be included and embedded in the following: (1) end screen credits before the below-the-line crew crawl for the life of the project of long-form narrative film productions; and (2) body of the program for the life of television episodes, the placement of which shall be: (a) in the opening sequence; (b) as a bumper into or out of a commercial break; or (c) in a prominent position in each single project's end credits with no less than a half screen exposure, but not covering content. Unless otherwise agreed upon in writing by the film production company and the division,