

COMPANY NAME _____
INFORMATION REQUIRED - OIDMTC TAX CREDIT APPLICATION

SECTION I - COMPANY BACKGROUND INFORMATION		Rec'd
1	Incorporation documents for the Corporation , including amendments & organization / ownership chart(s)	
2	Wages: Payroll Information for all employees that are involved in any manner in the development and marketing of the digital media product, including copies of the most current T4 slips , number of weeks of annual vacation entitlement, average hours worked / week, and if part year employee - start or termination date.	
3	Financial statements: For all companies + general ledger trial balance (if available) last 3 years.	
4	Tax returns & NOA's: An electronic copy of the "pre-OIDMTC" income tax return (in Taxprep, Profile or Cantax formats) + any related notices of assessment (NOA's i.e. if already assessed).	
5	Contracts and summary of payments made to subcontractors that performed development or marketing. Please also provide a brief explanation of the nature of the work performed and clarify if any are to "non-arm's length" parties. Please note that we need GST/HST #'s for all contractors.	
6	Financial assistance - Please provide a summary of payments received or receivable from any level of Canadian government or from other Canadian companies with respect to the costs under claim.	
7	Unpaid amounts: Identification of any amounts included in claimed expenses which are currently unpaid.	
SECTION II (Description of EACH Product - template attached)		
1	PRODUCT DESCRIPTION: please complete the OIDMTC Product Description & Cost summary worksheet (ATTACHED)	
2	Digital Game: Was any of the work performed involved developing a digital game? (Y/N)	
3	Chain of title documentation of ownership rights to the product (e.g. agreements for licensing, agreements, domain name registration, fee-for-service, co-production, distribution, where available).	
4	Business and Marketing Plan including a description of the target audience/market and revenue model. Where possible, please include letters and or agreements that confirm interest and proposed terms from third-party distributors or equivalent.	
5	List of names and roles (with brief description) of all individuals (Ontario employees and/or subcontractors) working on the product including names and addresses of individuals (including those who are not employees of the qualifying corporation).	

Once completed email to meukteam@meuk.net for a free evaluation

MEUK - OIDMTC project description (complete for EACH product being claimed)

I) **i) Product Background Information**

Explanatory notes / results:



Project Title
Website URL (if any)
Project Start Date
Actual/ Estimated
Completion Date

Genre	Arts & Entertainment	Y/N
	Educational	Y/N
	Instructional, reference, news, current affairs	Y/N
	Gaming	Y/N
Delivery format	Online	Y/N
	Optical	Y/N
	Console	Y/N
	Wireless	Y/N
	ITV	Y/N

II) **▶ Interactive Components (need two or more to qualify)**

1	Images	Yes/No?	Y/N
2	Sound	Yes/No?	Y/N
3	Text	Yes/No?	Y/N

III) **● Product Description & Costs**

i) **Description of product development or digital game development activities.**

Complete, detailed production schedule and timeline (e.g. Gantt chart).	Y/N
Design and technical specification documentation, where applicable, including any of;	
flow chart,	Y/N
functional design,	Y/N
a description of the user experience,	Y/N
storyboard,	Y/N
a list of technical requirements &/or	Y/N
specifications or script.	Y/N

ii) **ONTARIO BASED Costs**

\$ Development

\$ Marketing * (max 100k/ product)

EMPLOYEE LABOUR: (T-4 SLIPS ISSUED) Labour costs (hours/rates) by direct

SUBCONTRACT PAYMENTS: Labour \$ via contractor

OTHER: Marketing, Distribution

TOTAL

* Marketing: (max 100k per product in the last 24mths prior to completion)