

Film and Television Tax Credit (FTTC)



Tax Credit Request Companion Guide

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Film and Television Tax Credit (FTTC) Tax Credit Request Companion Guide | Ministry of Arts, Culture and Status of Women

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Tax Credit Request companion guide

To get started

Access the Application Portal

Open your browser (Google Chrome or Microsoft Edge is recommended) and access the online application portal via the FTTC webpage [Film and Television Tax Credit | Alberta.ca](#)

Please use the link provided on the program website. Do not use bookmarked links, as they may become unusable after system updates and changes.

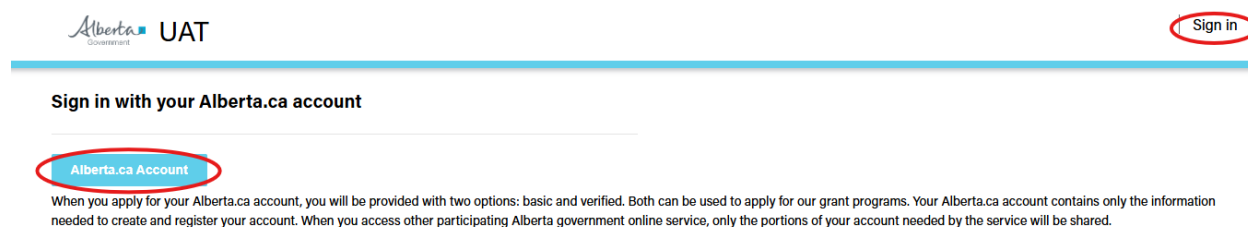
On the Program Webpage click on “How to apply”. It will bring you down the page to the online application portal.

On this page:

- [Important dates](#)
- [Overview](#)
- [Eligibility criteria](#)
- [How to apply](#)
- [After you apply](#)
- [Requesting a tax credit](#)
- [Legislation, guidelines and forms](#)
- [Contact](#)
- [Related](#)

Online Application Portal →

Click “Sign in” or “Alberta.ca Account



Alberta.ca Account

You will be taken to the Alberta.ca Account login page and prompted to sign in.

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

- For forgotten user and/or password, click “Having trouble signing in?”. You will be e-mailed the reset and/or recovery information.
- 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>

Once you have logged in, you will be taken to the main Application page. On this page you will find all submitted applications (as well as draft and legacy applications) under “My Applications”.

FTTC Program Tax Credit Certificate Request Steps

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

Find the authorized application that you would like to submit a Tax Credit Certificate Request for and click the downward arrow, and “Tax Credit Certificates” from the drop-down menu. Please note that you can only submit a tax credit certificate request for applications that has a “Authorization Issued” status.

My Applications

FTTC

Application Identifier ↓	Title of Production	Status	Date Submitted	Organization	Application Manager	Authorized Tax Credit Amount	
FTTC		Authorization Issued					View Application Amendments Tax Credit Certificates
FTTC		Authorization Issued					
FTTC							

Next click “New Tax Credit Request”.

Tax Credit Certificates

Certificate Number	Tax Credit Certificate Issued To	Tax Credit Type	Tax Credit Amount	Tax Credit Effective Date	Tax Credit Issue Date ↑	Status	Created On
There are no records to display.							

[Back to My Applications](#) [Application](#) [New Tax Credit Request](#)

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.
- 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 “New 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](#). Please note that you can only submit one tax credit certificate request at a time.

Submitting a Tax Credit Certificate Request

Select from the pop-up window if you are applying for an interim or final tax credit certificate request.

Tax Credit Request

Is this an interim or a final tax credit request?

Interim

Final

Production Information

Please fill out all the relevant and requested information (*) on this page. If you selected an “Interim” tax credit request, the greyed-out fields are not required.

Production information

Actual Eligible (Alberta-based) Labour Costs for the reporting period * \$ 0.00	Start Date of current reporting period * M/D/YYYY
Actual Eligible (Alberta-based) Production Costs excluding labour and/or salaries for the reporting period * \$ 0.00	End Date of current reporting period * M/D/YYYY
Actual non-Alberta Costs for the reporting period * \$ 0.00	Actual Alberta Headcount for the reporting period *
Actual Designated Assistance received for the reporting period * \$ 0.00	Planned air/release date * M/D/YYYY
Actual pre-production start date * M/D/YYYY	Actual number of Alberta production shooting days *
Actual principal photography start date * M/D/YYYY	Actual number of Alberta production shooting days in rural and remote area *
Actual Alberta principal photography start date * M/D/YYYY	Actual Total Eligible (Alberta-based) Production costs in rural and remote area * \$ 0.00
Actual number of production shooting days * 	

Actual total production costs *

\$ 0.00

Actual Alberta shooting location (specify city/municipality) *

What additional economic impacts did your project have on Alberta and/or the Alberta's film and television industry (500 characters max.)? (i.e., training positions, Albertans hired, post-production impacts, etc.) *

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.

Click on the small search button.

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.

Revenue Reporting Contact *



To choose an existing contact, select one from the list.

Choose one record and click Select to continue

✓	Full Name	E-mail	Phone 1	Parent Organization	Address 1: City	Address 1: Phone
☐						
☒	test					
☐						
☐						

New

Edit

Select

Cancel

To create a new contact, click “New” and fill in the required information.

Contact Information

Title

Select



First Name *

Last Name *

Street 1 *

Street 2

City *

State/Province *

ZIP/Postal Code *

Country/Region *

Primary Phone *

Provide a telephone number

Alternate Phone

Provide a telephone number

Email *

Parent Organization *



Submit

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.

You can find templates for the attachments on the [Program Website](#).

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

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

File	Upload
Actual Production Costs *	Choose File No file chosen
Related Party Transaction Form *	Choose File No file chosen
For this section there are no GOA-provided templates	
Actual production schedule with dates and shooting locations *	Choose File No file chosen
Audited Production Cost Statement *	Choose File No file chosen
Other documents ⓘ	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
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
Invoices and proof of payment for Alberta unpaid costs identified in the Audited Production Cost Statement if applicable	Choose File No file chosen
Loan Agreement(s)	Choose File No file chosen

[Upload Files](#)

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](#)

File

Upload

Actual Production Costs *

Choose File

No file chosen

Related Party Transaction Form *

Choose File

No file chosen

For this section there are no GOA-provided templates

Actual production schedule with dates and shooting locations *

Choose File

No file chosen

Audited Production Cost Statement *

Choose File

No file chosen

Other documents ⓘ

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

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

Invoices and proof of payment for Alberta unpaid costs identified in the Audited Production Cost Statement if applicable

Choose File

No file chosen

Loan Agreement(s)

Choose File

No file chosen

Upload Files

Currently uploaded attachments

Title

File Name

Audited Production Cost Statement

Delete

Actual Production Costs

Delete

Related Party Transaction Form

Delete

Actual production schedule with dates and shooting locations

Delete

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.

☐ I 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 to “Submitted” under the Tax Credit Certificates tab.

My Applications

FTTC

Application Identifier ↓	Title of Production	Status	Date Submitted	Organization	Application Manager	Authorized Tax Credit Amount	
FTTC		Authorization Issued					▼
FTTC		Authorization Issued					View Application Amendments Tax Credit Certificates
FTTC							

Tax Credit Certificates

Certificate Number	Tax Credit Certificate Issued To	Tax Credit Type	Tax Credit Amount	Tax Credit Effective Date	Tax Credit Issue Date ↑	Status	Created On
FTTC Certificate - 00115		Final				Submitted	▼

If you have submitted an interim tax credit certificate request, the option to submit additional tax credit certificate request will appear only after the previous request has been approved. You can't submit two tax credit requests at the same time or submit a new request when there's an outstanding one to be processed.

Tax Credit Certificates

Certificate Number	Tax Credit Certificate Issued To	Tax Credit Type	Tax Credit Amount	Tax Credit Effective Date	Tax Credit Issue Date ↑	Status	Created On
FTTC Certificate - 00115		Final				Approved	▼

Once the Final tax credit request has been approved, the associated application will have a status of “File Closed”.

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.