

How to Get Paid

A guide to our payment procedures

Introduction

The first steps after receiving a 'yes' letter are to initiate the contract and then to sign and return it (see our [Resources for Producers](#) page for more information on this process).

Depending on the type of funding we're providing, there are different stages of the payment process, these are detailed below. However, you must send a valid tax invoice for every payment.

TAX INVOICE

All invoices need to include the following:

- The words "Tax Invoice"
- The company's GST number
- The company name and address
- The name of the programme
- Which drawdown the invoice relates to
- Bank account details.

Production Funding

Have you met the conditions for your payment?

Funding is split into separate payments, or drawdowns. The usual conditions for each drawdown are set out below. If in doubt, check your Drawdown Schedule (usually clause 7 on page 2 of your contract). Also check paragraphs 2.3, 2.4 and 9.1 of Schedule I of your contract (references may differ for some contracts).

The following must be received by NZ On Air:

- Execution drawdown:
 - The contract must have been signed by all parties and the Broadcaster's Covenant signed and returned.
 - If required, you may have to provide chain of title documentation.
- Second drawdown (usually due on the first day of principal photography):
 - Abnormal hazardous situations report (see paragraph 7.4 of Schedule I)
 - Producer's report (see guidelines)
 - Cost report (see guidelines)
 - Copy of your agreement with the broadcaster
 - Any other funding agreements for the programme
- All other drawdowns:
 - Producer's report
 - Cost report
 - If required, confirmation from the broadcaster that offlines have been approved or episodes delivered.
- Final drawdown
 - Producer's report
 - Full and final cost report
 - If required, balance sheet
 - DVD copy of the programme
 - Stills from the programme

Development Funding

Have you met the conditions for your payment?

Funding is split into separate payments, or drawdowns. The usual conditions for each drawdown are set out below. If in doubt, check your Drawdown Schedule (usually Part III of Schedule I of your contract). Also check clause 6.1 of your contract (references may differ may differ for some contracts).

The following must be received by NZ On Air:

- Execution drawdown:
 - A fully executed contract
 - Copies of all agreements relating to rights in the programme, e.g. scriptwriter agreements, option/purchase agreements etc
 - Any other funding agreements relating to the development, e.g. broadcaster agreement

- Second drawdown (usually due on delivery):
 - Delivery of the development deliverables (specified in clause 3.1(d) of the contract and Part I of Schedule I of the contract)

- Final drawdown:
 - Full and final cost report