



How to Get Paid

A guide to our payment procedures

Introduction

The first steps after receiving letter from NZ On Air offering funding is to initiate the contract by sending us a completed “Contract Initiation Form” and a copy of your budget with Internal and Related Party costs identified (see our [Resources for Producers](#) page for more information on this process).

NZ On Air will not make any payments towards your project until we have both agreed to and signed a funding agreement.

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 content.
- Which drawdown, from your contract’s drawdown schedule, 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 on page 3 of your contract).

The following must be received by NZ On Air:

- Execution drawdown:
 - The contract must have been signed by all parties and both parts of the Platform’s Covenant signed and returned.
 - If you have chain of title documentation, please also provide us with this. We may also request you to provide this documentation at any stage.
- Preproduction drawdown:
 - Producer’s report (see guidelines)
 - Cost report (see guidelines)
 - Copy of your agreement with the platform
 - Any other funding agreements for the content
- Principal photography drawdown:
 - Signed Producer Health and Safety confirmation
 - Contact from the Primary Platform confirming that they are comfortable with the Health and Safety plans for the production.
 - Producer’s report (see guidelines)
 - Cost report (see guidelines)
- All other drawdowns:
 - Producer’s report
 - Cost report

- For delivery drawdowns, publicity materials to be provided to NZ On Air
- For some drawdowns, confirmation from the platform that offlines have been approved or episodes delivered.
- Final drawdown
 - Producer's report
 - Full and final cost report
 - Evidence that you have completed our Diversity survey
 - USB or DVD copy of the Content

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 page 2 of your contract). Also check clause 4 of your contract (references 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 content, e.g. scriptwriter agreements, option/purchase agreements, book contracts etc
 - Any other funding agreements relating to the development, e.g. Platform agreement
 - Confirmation from the primary platform that they are comfortable with the Health and Safety plans for the development work.
- Final drawdown:
 - Delivery to NZ On Air of the development deliverables (specified on page 1 of the contract and Part I of Schedule I of the contract)
 - Full and final cost report