

# PAYBACK™ 2015



Roger Hiorns  
Photographed by Brian Benson  
© Brian Benson 2015

## Payback Claim Form

Has your artwork ever featured in books, magazines or on TV? If so, you could be eligible for a share of over £4 million in Payback royalties from DACS. Complete this form or claim online: [dacs.org.uk](http://dacs.org.uk)

#Payback15

## DACS

Established by artists for artists,  
DACS is a not-for-profit visual artists'  
rights management organisation.

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# What is Payback?

Every year DACS distributes royalties to visual artists and artists' estates whose work has featured in UK books and magazines or on TV.

These revenues come from collective licensing schemes that allow artists to receive royalties for reproductions of their work, which would be difficult to license individually. For example when someone in a library photocopies pages from a book which features your work.

Last year, 20,000 visual artists and estates received a share of over £4 million in Payback royalties: the average royalty being £250 and the highest payment being £4,100. Everyone who submits a valid claim is guaranteed a minimum of £25. We aim to pay everyone who has a valid claim in December, just in time for Christmas.

## Who can apply for Payback?

All kinds of visual artists can make a claim. If you are a photographer, illustrator, sculptor, cartoonist, fine artist, designer, architect or any other type of visual artist then you can claim Payback. The important thing is that you own the copyright in your work. If you're a beneficiary of an artist's estate you can also apply and so can artists' representatives.

## How to apply:

Claim your share online at [dacs.org.uk](http://dacs.org.uk) or complete this paper form. You can claim for the same publications every year as well as add new ones to your claim. When you apply you need to provide:

- Up to 6 examples of publications where your work has featured, along with ISBN, ISSN or barcode numbers.
- Title and channel of up to three television programmes broadcast in 2014, where your work has featured
- Your bank details so we can pay you by direct bank transfer

If you are unable to provide examples with ISBNs and ISSNs, we may be able to accept a sales report from your picture library. Please see page 7, Q&A 9.

## Closing date:

Paper forms must reach us by 17 September 2015, while online forms can be submitted until 30 September.

## Send your completed form to:

Freepost RTKR-HBYR-RTBA  
Payback  
DACS  
33 Old Bethnal Green Road  
London E2 6AA

If you are concerned about your form reaching us, please return it by Royal Mail Special Delivery™.

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# About DACS

Established by artists for artists, DACS is a not-for-profit visual artists' rights management organisation. Passionate about transforming the financial landscape for visual artists through innovative new products and services, DACS acts as trusted broker for 90,000 artists worldwide.

Founded over 30 years ago, DACS is a flagship organisation that has and continues to campaign for artists' rights, championing their sustained and vital contribution to the creative economy.

In its support of artists and their work we collect and distribute royalties to visual artists and their estates through Payback, Artist's Resale Right and Copyright Licensing.

Find out more at [dacs.org.uk](http://dacs.org.uk)

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# Payback Membership

In order for us to process your Payback claim you need you to agree to the mandate on page 6 of this form. You can find out more about Payback membership on our website at [dacs.org.uk/for-artists/payback/membership](http://dacs.org.uk/for-artists/payback/membership)

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# Contact us

If you have any questions about Payback, please get in touch with us by email [payback@dacs.org.uk](mailto:payback@dacs.org.uk) or phone 020 7553 9099.

# Payback Claim Form

## Personal Information

Office  
use only

Batch date/no.

### Important

Read the claim form through to the end before you start filling it in including the Questions and Answers section on page 7. Once you have completed your form, check to make sure you have answered everything fully and correctly. PLEASE PRINT CLEARLY USING BLACK INK.

### Confidentiality

All information submitted on this claim form will be kept confidential. We will not supply any of your details to a third party without your permission. We will retain your information in order to send you information about Payback and DACS.

#### 1 Visual artist's name

First name

Last name

Date of Birth

#### 2 Are you: (Please tick)

☐ the visual artist ☐ an authorised representative ☐ a beneficiary of the visual artist

☐ If you're an artist or beneficiary, are you also making a claim via a picture library? Please see page 7, Q&A 10

#### 3 If you are not the visual artist please give your name

First name

Last name

Date of Birth

Company (if relevant)

#### 4 Contact address and details

Email

Phone

Mobile

Postcode

☐ I would like to receive DACS news, information and upcoming events

#### 5 How would you describe the media for which you are claiming?

☐ Photography ☐ Illustration ☐ Cartoon ☐ Fine art ☐ Design  
☐ Sculpture ☐ Craft ☐ Architecture ☐ Other

If you are claiming as the visual artist how long have you been practising for \_\_\_\_\_ years

#### 6 I am a member of:

☐ Association of Illustrators ☐ Association of Photographers ☐ Cartoonists Club of Great Britain ☐ BECTU ☐ AIR  
☐ Society for Architectural Illustration ☐ BIPP ☐ Guild of Railway Artists ☐ NUJ ☐ Chartered Institute of Journalists  
☐ Institute of Medical Illustrators ☐ Professional Cartoonists' Organisation ☐ None ☐ Other

#### 7 Where did you hear about Payback?

☐ Press ☐ Advert ☐ Online ☐ DACS ☐ Friend/Word of mouth  
☐ I have claimed before ☐ An organisation I am a member of ☐ Other

# Publications claim form

## Important

You can claim for the use of your artistic works in books, magazines or journals published in the UK. Count all your works and the publications they have appeared in for all the years up to 31 December 2014. Note, you cannot claim for artistic works in newspapers, weekend supplements, leaflets or brochures.

### Books

#### 8 How many books have these works appeared in? Count every book published in all years up to 31 December 2014.

Note: If you are claiming for more books than last year we now require you to provide one new example in Q10

☐ None ☐ 1 – 2 ☐ 3 – 6 ☐ 7 – 25 ☐ 26 – 45 ☐ 46 – 180 ☐ 181 or more  
Go to Q. 12

#### 9 In all of these books, how many times were these works used in total?

If one work was reproduced in a book 5 times this counts as 5 times. If more than one work was reproduced, count each time each work was reproduced.

☐ None ☐ 1 – 18 ☐ 19 – 45 ☐ 46 – 200 ☐ 201 – 500 ☐ 501 or more

#### 10 Provide the ISBN, title and year of three books in your claim (less if you are only claiming for one or two).

Note: we cannot process your claim without this information. If you are unable to provide ISBN examples, we may be able to accept a sales report from your picture library. Please see page 7, Q&A 9.

ISBN	Title	Year
1.		
2.		
3.		

#### 11 Were these works used in any of the following types of book? Tick all that apply.

<input type="checkbox"/> Fiction/Poetry/Play	<input type="checkbox"/> History/Biography	<input type="checkbox"/> Medicine	<input type="checkbox"/> Business	<input type="checkbox"/> Architecture/Design	<input type="checkbox"/> Fashion
<input type="checkbox"/> Children's	<input type="checkbox"/> Educational Primary/Secondary	<input type="checkbox"/> Science/Nature	<input type="checkbox"/> Law	<input type="checkbox"/> Art	<input type="checkbox"/> Crafts
<input type="checkbox"/> Reference/Encyclopedia	<input type="checkbox"/> Academic Higher/Further Education	<input type="checkbox"/> Lifestyle	<input type="checkbox"/> Other		

#### Have any of the UK published books you are claiming for in Q8 been translated into Dutch and published in the Netherlands?

If so, we could have more royalties for you from the Public Lending Right scheme in The Netherlands.

For more information, visit [dacs.org.uk/for-artists/payback/dutch-plr](http://dacs.org.uk/for-artists/payback/dutch-plr) or contact us on 020 7553 9099 or [payback@dacs.org.uk](mailto:payback@dacs.org.uk)

### Magazines and Journals

#### 12 How many magazines and journals have these works appeared in? Count every one of them published in all years up to 31 December 2014.

Note: If you are claiming for more magazines and journals than last year we now require you to provide one new example in Q14

☐ None ☐ 1 – 3 ☐ 4 – 25 ☐ 26 – 75 ☐ 76 – 125 ☐ 126 – 300 ☐ 301 or more  
Go to Q. 16

#### 13 In all of these magazines and journals, how many times were these works used in total?

If one work was reproduced in a magazine 5 times this counts as 5 times. If more than one work was reproduced, count each time each work was reproduced.

☐ None ☐ 1 – 30 ☐ 31 – 120 ☐ 121 – 300 ☐ 301 – 1200 ☐ 1201 or more

#### 14 Provide the ISSN, ISBN or barcode number as well as the title, issue number or cover date of three magazines and journals in your claim (less if you are only claiming for one or two). Note: we cannot process your claim without this information. If you are unable to provide ISSN or barcode examples, we may be able to accept a sales report from your picture library. Please see page 7, Q&A 9.

ISSN / ISBN / barcode	Title	Issue no. / cover date
1.		
2.		
3.		

#### 15 Were these works used in any of the following types of magazines? Tick all that apply.

<input type="checkbox"/> Trade/Technical	<input type="checkbox"/> Children/Teen	<input type="checkbox"/> Computing	<input type="checkbox"/> Listings Guides	<input type="checkbox"/> Music	<input type="checkbox"/> Antiques
<input type="checkbox"/> Fashion	<input type="checkbox"/> Comics	<input type="checkbox"/> Travel	<input type="checkbox"/> Academic	<input type="checkbox"/> Art	<input type="checkbox"/> Cars/Auto
<input type="checkbox"/> Home/Gardening	<input type="checkbox"/> Lifestyle/Health	<input type="checkbox"/> Crafts	<input type="checkbox"/> Other		

# TV claim form

## Note

If you are not making a television claim please go to Q20 at the bottom of this page.

## Important

You can claim for artistic works included in any television programmes **broadcast in 2014 only** on the channels listed in Q17.

### 16 How would you describe the majority of artistic works in your TV claim? Tick one box only.

\* You cannot claim for photographs licensed on the BBC TelPic contract.

<input type="checkbox"/> Set/Art/Costume design	<input type="checkbox"/> Photography*	<input type="checkbox"/> Illustration	<input type="checkbox"/> Fine Art	<input type="checkbox"/> Craft
<input type="checkbox"/> Animation Art	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Design	<input type="checkbox"/> Cartoon/Comic Art	<input type="checkbox"/> Architecture
Other _____				

### 17 How you answered Question 16, will determine how you respond to this question.

If you answered **SET/ART/COSTUME DESIGN OR ANIMATION ART**, please indicate how many programmes these works appeared in per TV channel. Count every programme broadcast and count it again if repeated. Tick one box for each TV channel.

For all other types of **VISUAL ART**, please indicate how many times these works were used on each channel. Count every use. A use is defined as the inclusion of the work in a programme. If one work was included in a programme five times, count as one use. If five works were included, count as five uses. Count the work(s) again if the programme was repeated.

BBC 1/2	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
ITV1	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
C4/S4C	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
Channel 5	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
BBC 3/4	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
CBBC/CBeebies	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
BBC News 24 BBC Parliament	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more
Discovery, A&E, National Geographic	<input type="checkbox"/> None	<input type="checkbox"/> 1 – 2	<input type="checkbox"/> 3 – 6	<input type="checkbox"/> 7 – 20	<input type="checkbox"/> 21 – 70	<input type="checkbox"/> 71 or more

### 18 Provide the title, channel and year of broadcast for three television programmes in your claim (less if you are only claiming for one or two).

**Note:** we cannot process your claim without this information.

Title	Channel	Year
1. _____	_____	<b>2014</b>
2. _____	_____	<b>2014</b>
3. _____	_____	<b>2014</b>

### 19 Were these works used in any of the following types of programmes? Tick all that apply.

<input type="checkbox"/> Drama/Soaps	<input type="checkbox"/> Light Entertainment	<input type="checkbox"/> Children/Teens	<input type="checkbox"/> Documentary/Education
<input type="checkbox"/> Comedy/Quiz	<input type="checkbox"/> News/Current Affairs	<input type="checkbox"/> Arts/Culture	Other _____

## Payment Information Mandate and Declaration

### Bank details

Successful claimants will be paid by direct bank transfer using BACS.

### Self-billing

Only complete the self-billing section if you are VAT registered.

### Mandate and Declaration

You must sign and date both for DACS to process your claim.

### 20 Bank details. Please refer to page 8 before completing this section.

Account payee name	Bank name
Sort code	Bank address
Account no.	
Building Society roll no.	<input type="checkbox"/> I would prefer to be paid by cheque.

### INTERNATIONAL BANK ACCOUNTS ONLY

We cannot make payments to international bank accounts unless we have your correct bank details.

IBAN	BIC or SWIFT	Additional Info.
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**21 Is the claimant resident in the UK for tax purposes**☐ Yes ☐ NoIf no, state your country of residence and go to page 8 to find out what to do next.  

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**22 Is the claimant registered for VAT**☐ Yes **Please complete Q23 if you are VAT registered**☐ No**23 Self-Billing Agreement** Only complete this section if you are VAT registered. Please refer to page 8 for guidance.

This is a self-billing agreement between the customer: Design and Artists Copyright Society (DACS) VAT no. 397 1521 32 and

Supplier name

VAT no.

**DACS** (the Customer) agrees to:

- 1 Issue self-billed invoices for all supplies made by them to the self-biller (the Supplier) until 30 June 2016.
- 2 Complete self-billed invoices showing the Supplier's name, address and VAT registration no. together with all other details which constitute a full VAT invoice.
- 3 Make a new self-billing agreement in the event that our VAT registration no. changes.
- 4 Inform the Supplier if the issue of the self-billed invoices will be out sourced to a third party

**You** (the Supplier) agrees to:

- 1 Accept invoices raised by the self-biller on their behalf until 30 June 2016.
- 2 Not raise sales invoices for the transactions covered by this agreement.
- 3 Notify the Customer immediately if you:
  - change your VAT registered no.
  - cease to be VAT registered
  - Sell or transfer the business to which the agreement relates as a going concern.

Signed by



On behalf of Design and Artists Copyright Society, 01 July 2015.

Signed by

On behalf of

Date

**24 To claim Payback you must be a Payback Member. If you signed the following mandate last year, please move to Q25. If you did not make a claim in 2014 then you must sign and agree to the Mandate terms below. Definitions marked with an \* are explained on page 7.**

In this agreement references to the singular form include the plural form and vice versa. This form provides authorisations from both, individual rights holders and those authorised to claim on behalf of rights holders and the wording applies accordingly.

I understand and agree that:

I grant to DACS an exclusive\* licence and a mandate to negotiate, claim and administer the secondary rights in my artistic works, or the secondary rights in the artistic works of those individuals to the extent we are authorised to represent them (the 'Authorisation'). I warrant that I have full right and title to grant this Authorisation. In consideration for granting this exclusive licence I will become a Payback Member of DACS.

It is agreed that the Authorisation applies to all uses made in respect of which royalties are being paid out under the Payback scheme for now and in future until my Payback membership is terminated.

This Authorisation extends only to secondary uses\*\* of artistic works that DACS manages through collective licensing schemes on a collective basis and does not transfer any authority to DACS to issue individual primary licences on my behalf, nor does it transfer the ownership of copyright to DACS.

As the exclusive licensee under this agreement DACS is authorised to collect royalties in its own name from collective licensing schemes or other collective licensing mechanisms and other sources and agreements, and to deduct administration charges at such rate as shall be determined by the Board of Directors of DACS from time to time. DACS will pay royalties in accordance with its normal royalty distribution policies adopted from time to time by its Board of Directors. The relevant sections of DACS' Code of Conduct shall apply to my Payback membership.

I understand I can terminate my Payback membership of DACS at any time by giving DACS one month notice in writing. I acknowledge that by terminating my Payback membership I may still be required to actively opt out of any existing collective licensing schemes operated by third parties and that existing licences including my work may continue to cover the licensed uses of my work until such licences expire. DACS will not incur any liability in this respect.

I undertake to notify DACS of any changes to my contact and payment details and to my VAT registration status.

Signed by

Print name

Date

**25 VISUAL ARTIST DECLARATION We need your signature in order to process your claim.**

I am the sole creator and copyright owner of the above works. These works were not created in the course of my employment. I consent to DACS making appropriate enquiries to validate this claim. I agree to give supporting evidence if required. To the best of my knowledge the information I have provided is accurate and true.

Signed by

Print name

Date

**26 AUTHORISED REPRESENTATIVE / BENEFICIARY DECLARATION If you are not the visual artist please complete this section. We cannot process your claim without this information.**

Authorised Representative: I confirm that I am authorised by the visual artist or copyright owner, the subject of this claim, to act as their representative and to make this claim for Payback royalties on their behalf. I understand and agree that DACS shall have the right to require me to supply any information requested to support my confirmation of claim and I consent to DACS making appropriate enquiries to confirm this.

Authorised Representative: For VAT purposes, I act as principal with regard to the visual artist's works ☐ YesBeneficiary: The visual artist died on \_\_ / \_\_ / \_\_\_\_ (dd/mm/yyyy) I am the sole beneficiary of their estate ☐ Yes ☐ No

If no, indicate the proportion of the estate to which you are entitled to claim \_\_ %

Authorised Representative / Beneficiary: if you are resident outside the UK for tax purposes state the country of residence

As Authorised Representative / Beneficiary I confirm that the works for which I am claiming were not created in the course of the visual artist's employment. I consent to DACS making appropriate enquiries to validate the claim. I agree to give supporting documentation if required. To the best of my knowledge the information I have provided is accurate and true.

Signed by

Print name

Date

# Questions and Answers

## 1. Where does the money come from?

A variety of sources, the main one being the Copyright Licensing Agency (CLA). Every year this organisation sells photocopying and scanning licences to educational institutions, local councils, central government and business organisations.

Other collective licensing schemes cover the following:

- The repeat of UK terrestrial and digital TV broadcasts on cable TV
- The Educational Recording Agency (ERA) for off-air recording of television programmes by schools, colleges and universities

## 2. What work can I claim for?

You can claim for any artwork or photograph that has appeared in a UK book or magazine up until the end of the previous year, so long as you own the copyright. There is no backward limit to when the work needs to have been published – you can claim for artwork published three years ago, thirty years ago or more. It also doesn't matter if it is one work appearing in one book, or thousands of works appearing in thousands of books. You are still entitled to a share of the royalties.

In addition to publications, Payback also covers the secondary use of your work in television programmes, for instance the re-transmission on cable of terrestrial and digital broadcasts.

Claims for such use differ from that of publications, however. Firstly, you can only claim for work shown on TV in the previous year. Secondly, television revenues come from ERA, Irish Cable and the BBC. Payback therefore only covers the television channels stated in Q17 on page 5 of this form.

## 3. What work can't I claim for?

You cannot claim royalties through Payback for the following:

- Artistic works out of copyright at the time of use
- Artistic works for which you do not own the copyright
- Works included in newspapers, weekend supplements, leaflets and brochures
- Works reproduced in publications without an ISBN or ISSN number
- Non-UK publications
- Photographs licensed for use under the BBC TelPic contract
- Works you have claimed for in a television claim in the past (unless repeated on television in 2014)
- Works used in feature films
- Ordnance Survey maps
- Logos and trade marks
- Writing, literary or musical works
- Industry manufactured products
- Videos or computer games
- DVD, CD-Rom
- e-Books, e-Journals
- Internet uses, digital apps

## 4. How much will my Payback royalties be?

There is no set amount. Last year, the average artist's share was £250, with the highest payment being £4,100. Every artist who makes a successful claim is guaranteed a minimum of £25.

How much you receive depends on how often your work has been published in a book or magazine or used in TV programmes. We work out your share of the revenues by the number of times your work has been featured, not by the number of times it has been photocopied or watched. The amount we receive in licensing revenue can vary from year to year. The number of claimants each year also has an effect on how much you receive.

## 5. Does it cost me anything?

As a not-for-profit organisation, DACS retains a share of the royalties we collect on your behalf to cover our costs and we are always seeking ways to reduce this percentage. Over the past seven years, we have reduced our commission rate by 1% each year from an initial 25% in 2007 to the current rate of 18%.

## 6. What's the difference between Payback and copyright licensing?

The royalties available through Payback are for uses of your artwork, for example when people photocopy, scan or record it. Payback does not cover the original reproduction of your work; this use is licensed directly by the copyright holder.

You can make a Payback claim even if you have already been paid for the original use of your artwork. These royalties are in addition to the copyright fees you might already receive when your work is first published or used on TV.

## 7. How do I know if I own the copyright in my images?

Copyright is a form of intellectual property that allows individuals such as artists, composers and writers to own the fruits of their creativity. It entitles the copyright owner to royalties and a say in how a work is used when it is reproduced by other people. Reproduction includes copying, printing or including it in a film or TV programme. It also extends to posting copies of the work on the internet, and making a copy in three dimensions of a two-dimensional work, such as the construction of a building according to an architect's plans.

## 8. Where can I find the ISBN or ISSN?

You can find the ISBN of any paperback on the back cover, or on the inside of the fly jacket of a hardback, usually above the barcode. If you don't have physical copies to hand, you can find the ISBN in the Integrated Catalogue of the British Library – visit [www.bl.uk](http://www.bl.uk). The ISSN of a magazine is usually on its front cover, above the barcode. If you are unable to provide ISSN or ISBN examples, we may be able to accept a sales report from your picture library. Please see Q&A 9 below.

## 9. Can I submit sales reports from a picture library in order to validate my claim?

ISBN and ISSN numbers are always the best way of validating your claim. However, we know that individuals do not always have access to this information. Therefore we do accept some sales reports as evidence of a claim. Much of the rules are the same as those covered elsewhere in our Payback FAQs. Please contact us for further info at [payback@dacs.org.uk](mailto:payback@dacs.org.uk)

## 10. I submit a claim directly and also through a picture library. What happens in this case?

Claiming Payback royalties through multiple sources can have a detrimental effect on all Payback members as it can lead to cases where an individual receives a proportionally greater share of Payback royalties than they would making a single claim of their own or through an agent. This year we are introducing new measures which will be reviewed and possibly expanded for the 2016 campaign.

If you are making a claim yourself and also through one or more than one agent we ask that you notify us. If your claims exceed the maximum level which one claim would reach, we will contact you and your agent/s to discuss how to address this issue so that the claims do not exceed the maximum payment.

We may also ask for all parties to sign a form to state that they are aware they are making multiple claims. Claims which are not adjusted and still exceed the cap by the given deadline will be put on hold until the corrections are made. This will delay payment until early 2016.

\* Exclusivity is limited to the actual uses of the work claimed and paid for under DACS Payback scheme. This allows individual photographers and authorised representatives to license all other uses that are not covered by the Payback scheme.

\*\* Secondary uses include the uses currently licensed by the CLA for the photocopying, scanning, printing and digital re-use and communication of works that are part of composite works, like books and magazines, and also licences governing document delivery services; the uses made under the educational recording licences currently operated by ERA and uses made under cable retransmission; but also international uses of works remunerated through levy systems etc.

# Important information

## Important note for all VAT-registered Payback claimants

If you are registered for VAT, please complete a self-billing agreement. This appears on page 6 of the Claim Form. By completing this agreement, DACS can process your claim and include a VAT payment on your royalties. This agreement also means that you will not have to supply DACS with a standard VAT invoice: under the relevant VAT & tax regulations, we will be able to supply you with a self-billing VAT invoice when we pay you your royalties. This invoice will show your output tax due to HM Customs & Excise.

We are required to enter into a formal agreement with you in order to operate a self-billing arrangement and would appreciate your completing this section as indicated.

DACS will also be required to produce the signed agreement as evidence that we are entitled to reclaim this sum as input tax from HM Customs & Excise.

DACS has taken independent specialist advice on this treatment, and our advisers are satisfied that the agreement we are asking you to sign complies with all regulatory requirements.

## Your country of residence

As part of UK tax requirements, we need you to declare which country you live in. This is because we are required to withhold tax from your royalty payment if you are a resident of a country outside of the UK. This is at the UK standard rate – currently 20%.

You can check to see if your country of residence has a treaty with the UK which allows us to deduct tax at a lower rate than 20%. Please refer to UK tax authority – HMRC:

[www.gov.uk/government/publications/double-taxation-treaties-territory-residents-with-uk-income](http://www.gov.uk/government/publications/double-taxation-treaties-territory-residents-with-uk-income)

If your country does have a treaty with the UK, you can apply for Double-Taxation relief on royalty payments we make to you, by doing the following:

1. Complete the relevant HMRC form which can be found at [www.gov.uk/tax-foreign-income/taxed-twice](http://www.gov.uk/tax-foreign-income/taxed-twice) and send it to the tax authority in the country where you reside. The tax authority will then stamp and verify it and either send it onto HMRC on your behalf or they will send it back to you, for you to then forward onto HMRC directly.
2. HMRC will then process the application and provided it is successful, they will write to you and to DACS notifying us that we can apply the relevant treaty rate to your royalty payments.
3. You will need to renew this form on its expiry so that DACS can continue to apply the correct treaty rate.

Alternatively, if you already have a current tax authority residency certificate from your local tax authority please send this to us so we can verify if it is valid.

In addition to contacting HMRC, we also need you to return a Declaration of Residency form to us, stating whether or not you intend to apply for tax relief. Please contact us at [payback@dacs.org.uk](mailto:payback@dacs.org.uk)

## Help us to pay you

It is important that you provide us with your correct bank details so we can pay your royalty to you in December 2015. Whilst DACS will do all we can to ensure you get your payment before the end of the year, failure to provide any of the correct banking details to us will result in a delayed or even non-payment.

The bank details we need from you depend on how and where you bank. If you are unsure of your account details please consult your bank or building society.

### If your bank is in the UK:

Please supply your up-to-date account information, payee name, name of bank, account number and sort code. For example, account numbers are never more than eight digits long. If your account number is seven digits please include a zero at the beginning.

### If you use a building society:

Please supply your eight digit account number, sort code and building society roll number.

### If your bank is in the EU:\*

Please supply your up to date account information, payee name, name of bank and IBAN and BIC number. Please ensure these are entered in the correct fields provided.

\* EU Countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

### If your bank is outside the EU:

Please supply your up to date account information: payee name, name of bank, account number, SWIFT code and any additional information in the correct fields provided. For example, if you bank in the USA you will need to supply an ABA/routing number.

## Payment by cheque

We prefer to pay you by BACS transfer as this helps to keep our costs down and also means that we can pay you quicker. If you prefer to be paid by cheque, we cannot guarantee that your royalty will be paid to you by 31 December 2015.

## Data protection statement

The information you provide is securely held by DACS in the organisation's contact database and will be treated securely and with sensitivity in accordance with the Data Protection Act 1998. This information will be used only by DACS for the purposes of providing you with information about DACS services. We may also communicate with you by post, email or telephone about developments in copyright and related rights and associated services we may wish to offer in this respect.

Data will not be disclosed to any external commercial organisation or third party not contracted to DACS without your individual permission. Under the terms of the Data Protection Act 1998 you can choose at any time not to receive communications from us in future.

# Contact us

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For more info please contact  
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London E2 6AA

[payback@dacs.org.uk](mailto:payback@dacs.org.uk)  
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