

# REGISTRATION GUIDE



REGISTER TODAY!



## STEP 1 CONTACT INFORMATION

**Who are you registering?** Select one of the two options

**Yourself** - Registering on your own behalf.

**Someone Else** - Registering on behalf of someone else or a collective group (you will be required to submit a SoundExchange Authorization form for each performer you register).

**What are you registering as?** Select one of the three options

**Performer** (also referred to as "featured artist") - The group or individual most prominently featured on a sound recording, track or album.

**Sound Recording Copyright Owner (SRCO)** (also referred to as "rights owner") - A person or company who owns the sound recording.

**Both (Performer AND SRCO)** - A person who performs and also owns the sound recordings.

### Contact Information

This should be the contact information of whomever is completing the form. You will provide the performer and/or sound recording copyright owner's personal information in the Payment Information section.

Please ensure that all information up to this point is accurate.

*You will not be able to make modifications to Step 1 once you proceed.*

## STEP 2 REGISTRATION

**Items you'll need to complete this section:**

- **Birth date and gender** of performer or SRCO.
- **Government-issued photo ID** of the performer or the SRCO or an employee of the SRCO company. Ex. driver's license, passport, notarized letter confirming identity.
- **Primary Contact Authorization Form** for any performers that you represent.
- **Solo artist name(s)** the performer records under.
- **Band(s) name and percentage of royalties claimed.** List band(s), past and present, in which the performer is associated with and the percentage they are owed.
- SRCOs can list any **label names and percentage of that label's royalties claimed** as a rights owner.

## STEP 3 PAYMENT INFORMATION

**Payment Name** Choose one of the following to indicate the name of the person or company that will receive payment

**Individual** - Payments will be made to the name of the individual as a taxable entity.

**Company** - Payments will be made in the name of a company as a taxable entity.

- If an individual wants payment of artist royalties distributed to a company, then it must be a company that the individual wholly owns.
- If 100% of artist royalties are to be distributed to a collective company, the featured artist members of the band must wholly own the company.

**Tax Withholding** W8/W9 Submission

If you submit a W8 or W9, SoundExchange will deduct your taxes accordingly. If you do not submit a W8 or W9, SoundExchange will apply the standard rate of tax withholding (30% Non-U.S., 24% U.S.).

**Payment Method** Choose one of the following

**Direct deposit** - With this option, you can receive payments directly to your US checking account\*. You must submit banking information and a copy of a personalized, voided check (the name on the check must match the payment name identified on the account).

**OR**

you must obtain an authorization letter from the bank confirming the account information (which must also match the payment name identified on the account).

**Paper check** - With this option, we will cut you a paper check and send it to the payment address.

*\*If you have an international checking account, SoundExchange can pay you, in most local currencies, via direct deposit. Select the paper check option on your registration. After your registration has been submitted, contact us for IACH registration forms.*

## STEP 4

### REVIEW & SUBMIT

#### Verify Your Information

Before submitting your registration, you will be asked to verify that the information you have entered is correct. Please take time to review your information before clicking "Submit."

## STEP 5

### MEMBERSHIP

#### Opt-in if you would like SoundExchange to collect your international royalties

This is a service we offer to all clients. To do this, you must sign the Membership and Mandate agreements. By signing these, SoundExchange will be able to collect your royalties abroad. We have collection agreements in more than 50 international regions.

## POST REGISTRATION

Create log-in credentials for our online account management tool, SoundExchange Direct. After the registration has been processed the Primary Contact on the account will receive an email from an Account Services representative with a link to create a log-in for SoundExchange Direct, which will allow you to manage your account.



Questions? Contact  
[industryinfo@soundexchange.com](mailto:industryinfo@soundexchange.com)