



DACS

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Design and Artists Copyright Society Personal Information

**Established by artists for artists,
DACCS is a not-for-profit visual artists'
rights management organisation.
dacs.org.uk**

Personal information

Your contact details

1. Are you

The visual artist
(go to question 2)

A beneficiary of the visual artist
(go to question 3)

A Gallery / Museum
(go to question 3)

2. Visual artist's details

First name _____ Surname _____

Other name by which
the artist is known _____ Date of Birth _____

Name of gallery or agent _____ Website _____

3. Beneficiary details

Are you or is the beneficiary an individual or a trust, foundation or company? Please delete as appropriate.

If an individual

First name _____ Surname _____

If a trust, foundation or company

Name _____

Please provide main contact person

First name _____ Surname _____

4. Your contact details

Address _____

_____ Postcode _____ Country _____

Telephone _____ Mobile _____ Email _____

I would like to join DACS' mailing list to
receive news, information and events

Is this your home, work/studio
address, please tick one

Home

Work/Studio

5. In the unlikely event that we are unable to contact you is there a family member, friend or other person that you wish us to contact? If so, please provide their details below.

Name _____ Relationship to you _____

Address _____

_____ Postcode _____ Country _____

Telephone _____ Mobile _____ Email _____

Personal information

Payment information

We will pay any royalties due to you by bank transfer into the bank account you provide below, unless you indicate otherwise. Every time we pay you we will send you a royalty statement.

6. Bank details

Account payee name

Bank name

Bank address

Sort code

Account number

Building Society
Roll no.

International bank accounts only

Account payee name

Bank name

Bank address

Account number/ IBAN

BIC/SWIFT

Additional information. For example if you bank in the USA you need to supply an ABA/ routing number

7. Are you resident in the UK for tax purposes?

YES
(go to question 8)

NO
(complete the details below)

If no please state you country of residence

Country

Read below to find out what to do next.

We need you to tell us 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 the UK tax authority - HMRC - for further information. Visit www.hmrc.gov.uk/cnr/withholding-tax.pdf

You can apply for tax relief on royalty payments we make to you by doing the following:

1. Complete the relevant HMRC form which can be found here: <https://www.gov.uk/tax-uk-income-live-abroad/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. Upon receipt HMRC will 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.

We also need to know whether or not you intend to apply for tax relief

I do not want to apply for tax relief
I would like DACS to deduct tax at the standard rate (currently 20%) from my royalty payment

I want to apply for tax relief
If you choose this option you must contact HMRC and follow the instructions as outlined above.
We will place your payment on hold until we receive notification from HMRC that your application for relief was successful.

Personal information

Payment information

8. Are you registered for VAT?

YES

NO

If yes, please complete the following Self Billing Agreement if you are VAT Registered.

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

and

Supplier name

VAT number

DACS (the customer) agrees to:

1. Issue self-billed invoices for all supplies made by them to the self-billee (the supplier) until 31 December 2018.
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.

Signed by



On behalf of Design and Artists Copyright Society, 1 January 2017.

You (the supplier) agrees to:

1. Accept invoices raised by the self-biller on their behalf until 31 December 2018.
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 your business, or part of your business to which this agreement relates

Signed by

On behalf of

Date

Your signature

Signature

Date
