



SONY MUSIC ENTERTAINMENT MULTI-PURPOSE REGISTRATION FORM

Please complete this form
and return it using one of
the following methods:

Mail: Sony Music Entertainment
Royalties - 19th Floor
25 Madison Ave
New York, NY 10010-8601

E-Mail: royalty.statements@sonymusic.com

* Required Fields

Registrant Information

Is the Registrant the SME Royaltor/Payee or Authorized Representative? Yes No

* Registrant Name: _____ * Registrant Company: _____
* Registrant E-mail: _____ * Registrant Phone #: _____

Section I: Type of Request

*1a. Please select the type of registration request:

☐ Electronic Payments ☐ Artist Portal Access ☐ Cash-Out & Advance Authorization

Please select the appropriate type of request that best fits your registration needs. Multiple requests can be selected, if applicable. See below.

- Electronic payment information is required for Artist Portal access and Cash-Out authorization. Section III can be skipped if the vendor is already enrolled in an electronic payment method.

Section II: Vendor Information

*2a. Please select a vendor type: ☐ Artist Royalty ☐ Copyright ☐ Profit Share Accounting

Note: The request(s) in the form can be applied to multiple vendor types, but will only be applied to the vendor specified in field 2b. Please submit a set of forms for each vendor name (i.e., If you have vendors named You Productions, Inc. and You Entertainment, Inc., please submit two sets of forms).

*2b. Vendor Name/Profit Share Deal Name: _____

2c. Vendor Number(s): _____

2d. Royalty Account Number(s): _____

*2e. Address: _____ Check to update mailing address on file

*2f. Email Address (for remittance purposes): _____

Section III: Vendor Bank Information

Skip if already enrolled

*3a. Bank Account Type (select one): ☐ Checking ☐ Savings

*3b. Bank Account Holder Name: _____

*3c. Bank Account Number: _____

*3d. Bank Name: _____

*3e. Bank Address: _____

Payment Type (select ACH for US or Wire Transfer for ex US and complete required fields):

☐ *ACH: Available to a U.S. bank account only

*3f. U.S. Bank Account Routing Number/FED ABA: _____



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Section III: Vendor Bank Information *continued...*

☐ * Wire Transfer: Available to a non U.S. bank account

*3g. IBAN: _____ *3h. Swift/BIC: _____

*3i. Bank Key: _____ 3j. Branch Number: _____

Intermediary Bank Information is for transfers to non US bank accounts. Please contact your primary bank for this information.

*3k. Intermediary Bank Name: _____

*3l. Intermediary Bank FED ABA/Routing Number: _____

*3m. Intermediary Bank Address: _____

Section IV: Artist Portal & Copyright Online Statement Access

User 1

4a. First Name: _____

4b. Last Name: _____

4c. E-mail Address: _____

4d. Telephone Number: _____

4e. Company Name: _____

User 2

4f. First Name: _____

4g. Last Name: _____

4h. E-mail Address: _____

4i. Telephone Number: _____

4j. Company Name: _____

Section V: Cash-Out & Advance Authorization (Not Applicable to Copyright Vendors)

Note: Cash-Out access is currently only available to Artist, Producer, & Profit Share vendors. Real-Time Advance access is only available to certain artist vendors who have or had a direct contract with SME. The authorized e-mail address cannot be a general or shared E-mail account.

5a. First Name: _____

5b. Last Name: _____

5c. E-mail Address: _____

5d. Telephone Number: _____

5e. Company Name: _____

5f. Artist E-mail Address for Notification: _____

For more information, please see terms & conditions on the Artist Portal.

☐ **Please check here to confirm a W-9 Tax Form (U.S. resident), W-8BEN, W-8BEN-E or 8233 (non U.S. resident) has been attached.**

If a tax form is not provided, Sony Music Entertainment may be required to withhold taxes from your royalty payment.

By signing below, I warrant and represent that: (a) I have full and complete authority to request the electronic payment method set forth herein to the account(s) referenced above, and, if the party requesting such payment method is an entity, I am fully authorized to act and request such update on behalf of such entity; (b) the implementation of the update requested herein will not violate or infringe upon the rights of any other party; (c) the information stated herein is truthful and accurate; and (d) I shall indemnify and hold Sony Music Entertainment harmless against any and all claims and any and all damages, losses or expenses Sony Music Entertainment may incur by reason of implementation of the update requested herein and/or as a result of the breach of any of the foregoing warranties and representations.

Notary Seal/Stamp
& Signature
required

*AUTHORIZED SIGNER'S
NAME:

*AUTHORIZED SIGNER'S
SIGNATURE:

*DATE:

/ /

*NOTARY SIGNATURE:

Thank you for assisting us in maintaining up to date records regarding your royalty account. Once your form is received by Sony Music, your change request will be reviewed. We will contact you if additional supporting documentation is required in order to ensure the accuracy and validity of your request. Sony Music reserves the right to require you to sign and deliver an affidavit affirming the information provided to Sony Music herein.

Instructions for completing the Sony Music Multi-Purpose Registration Form

The Sony Music Multi-Purpose Registration form must be completed by all Royalty Participants & PS Partners in order to sign up for the following services: **1) Electronic Payments by ACH (US Only) or Wire (non-US), 2) Artist Portal Access, & 3) Cash-Out & Advance Authorization.** Please note that enrollment in Electronic Payments, either by ACH or Wire, is required in order to register for Artist Portal Access & Cash-Out Authorization.

The Sony Music Multi-Purpose Registration Form must be accompanied by a W9 Tax Form for U.S. residents and a W8-BEN, W8-BEN-E, or 8233 for non U.S. residents. Failure to properly complete the form and provide a valid tax document may result in processing delays.

If you are registering for Electronic Payments or Cash-Out Authorization, this form must be notarized. Please be sure that the Notary's seal/stamp appears in the space provided and the Notary signs below the seal/stamp. In lieu of notarization, SME will accept two of either of the following documents: copy of passport, copy of birth certificate, driver's license, National Identity Card, or utility bill with current address. Please note that all documents must be current (not expired) and at least one of the documents must contain a photo with signature.

Registrant Information

The information being requested in this section is for the individual who is completing the form and not necessarily the payee or individual requesting Artist Portal Access or Cash-Out Authorization.

Section I: Type of Request (Required)

Please select the appropriate type of request that best fits your registration needs. Multiple requests can be selected, if applicable. See below.

- Electronic payment information is required for Artist Portal access and Cash-Out authorization. Section III can be skipped if the vendor is already enrolled in an electronic payment method.
- If you are an existing Artist Portal user who would like to request Cash-Out authorization, and the vendor(s) are already enrolled in electronic payment, you may skip sections III & IV. However, please be sure to complete Section V: Cash-Out & Advance Authorization.

Section II: Vendor Information (Required)

In this section, please select the vendor type. The request(s) in the form can be applied to multiple vendor types, but will only be applied to the vendor name specified in field 2b. Please submit a set of forms for each different vendor name (i.e., If you have vendors named You Productions, Inc. and You Entertainment, Inc., please submit two sets of forms).

- **Vendor Name/Profit Share Deal Name** – The name of the individual/entity authorized to receive royalties/payments or the name of your Profit Share Deal as it exists on the Profit Share Statement
- **Vendor Number** – Vendor number as it appears on your Royalty Summary Statement
- **Royalty Account Number** – Contract number that appears in the header of the Royalty Summary Statement
- **Address** – Current vendor address that appears on your Royalty Summary Statement or JV Statement
- **Email Address** – Please provide an email address that SME can use for payment remittance notices

Section III: Vendor Bank Information

****This section should only be completed if you are setting up Electronic Banking for the first time or are changing existing banking details. Bank Account Type*** – Please select Checking or Savings.

Bank Account Holder Name – Individual or company name as it appears on the bank account (not bank name)

Bank Account Number – Bank account number the payments will be deposited to

Bank Name – Name of financial institution (i.e. Bank of America, Royal Bank of Canada)

Bank Address – Address of financial institution, including zip or postal code

U.S. Bank Account Routing Number/FED ABA – Nine digit routing code (please refer to the financial institution for this information)

IBAN – 18 to 34 alphanumeric code used for foreign banks (please refer to the financial institution for this information)

SWIFT/BIC – 8 to 11 characters used to identify a specific bank in an international transaction

Bank Key – Same as the routing number

Branch Number – 5 digit # used mainly in Canada to identify a bank branch.

Intermediary Bank Name – Name of intermediary financial institution. Please verify the intermediary bank with your primary financial institution

Intermediary Bank FED ABA/Routing Number – Provided by intermediary financial institution

Intermediary Bank Address – Address of intermediary financial institution

Section IV: Artist Portal & Copyright Online Statement Access

****This section should only be completed if you are registering for the Artist Portal for the first time or making changes to existing access.***

Please list the name and contact information of the individuals that you are authorizing to access the Artist Portal on behalf of the vendor listed on line 2b.

Section V: Cash-Out & Advance Authorization

Please list the name and contact information of the individual that you are authorizing to request Cash-Out on your royalty accounts. Please note that only one registered user can have access to this functionality per vendor. Please include all account numbers and JV deal names associated with your request. The email address of the individual that you are authorizing to request cash withdrawals cannot be a generic or shared mailbox such as royalty.tracking@mycompany.com.

Authorized Signer – The Authorized Signer is an individual who is authorized by the party contractually entitled to royalties from Sony Music to request and sign off on the requests being made in this form. Sony Music may require additional documentation, in its sole discretion, to confirm that the signatory of this form is authorized.