

Claim Form

Important: Read the Claim Form through to the end before you start filling it in. Make sure you refer to the Questions and Answers as you complete the form. The closing date for receipt of forms is 30 September 2009.

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 details of future Payback and DACS membership opportunities.

Please print clearly and use black ink.

Personal Information

- Visual Creator's name: Miss/Mrs/Ms/Mr First Name: Last Name:
- I am: the visual creator an authorised representative a beneficiary of the visual creator
- If you are NOT the visual creator, please give your name below:
 Miss/Mrs/Ms/Mr First Name: Last Name:
 Company (if relevant):
- Contact Address:

 Postcode: Email:
 Phone: Fax: Mobile:
- Is the visual creator resident in the UK for tax purposes? Yes No
 If no, state country of residence:
- Is the visual creator registered for VAT in the UK? Yes No
 If yes, please provide VAT number:
 Don't forget to sign the self billing agreement on page 4 of the claim form

Successful claimants will be paid by direct bank transfer using BACS. Payment by BACS keeps our costs down and means we can pay more to visual creators.

- Account Payee Name:
 Sort Code: __ / __ / __ Account Number:
 Bank Name: Bank Address:
 Building Society Roll Number: I would prefer to be paid by cheque.
 We cannot make payments to International Bank Accounts unless we have either your IBAN, SWIFT or BIC number.
 This can be obtained from your bank.
 IBAN: SWIFT/BIC:

8a. I am a member of:

| | | |
|--|--|--|
| <input type="checkbox"/> Association of Illustrators | <input type="checkbox"/> Comic Creators' Guild | <input type="checkbox"/> Cartoonists Club of Great Britain |
| <input type="checkbox"/> Association of Photographers | <input type="checkbox"/> Chartered Institute of Journalists | <input type="checkbox"/> NUJ |
| <input type="checkbox"/> BECTU | <input type="checkbox"/> Royal Society of British Sculptors | <input type="checkbox"/> Guild of Railway Artists |
| <input type="checkbox"/> British Institute of Professional Photographers | <input type="checkbox"/> Society of Architectural Illustrators | <input type="checkbox"/> AIR |
| <input type="checkbox"/> Other | <input type="checkbox"/> Institute of Medical Illustrators | <input type="checkbox"/> None |

8b. I am a member of DACS for the following services:

| | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Copyright Licensing | <input type="checkbox"/> Artist's Resale Right | <input type="checkbox"/> Payback |
|--|--|----------------------------------|

- Where did you find out about Payback 2009? (tick all that apply)
- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> BJP Online | <input type="checkbox"/> EPUK website | <input type="checkbox"/> Organisation I am a member of |
| <input type="checkbox"/> [a-n] magazine | <input type="checkbox"/> AOI website | <input type="checkbox"/> Friend |
| <input type="checkbox"/> [a-n] website | <input type="checkbox"/> AOP website | <input type="checkbox"/> I have claimed previously |
| <input type="checkbox"/> Arts Hub website | <input type="checkbox"/> DACS mailing | <input type="checkbox"/> Other |
| <input type="checkbox"/> AIR TIME event | <input type="checkbox"/> DACS website | |
| <input type="checkbox"/> Computer Arts website | | |

Publications Claims

You can claim for the use of your artistic works in books, magazines or journals published in the UK in any year up to and including the year 2008. Count all your works and the publications they have appeared in for all the years up to 31 Dec 2008. If you have had no works published in 2008, simply repeat the information you provided last year. Remember to count everything, including works previously claimed for, as your work is still available for copying.

10. How would you describe your artistic profession/artistic media in which you work? Please tick only one box (refer to Q&A 3).

- Photographer Sculptor Craftsperson Architect Fine Artist
 Cartoonist/ Comic Art Illustrator Designer Other (specify)

11. I have been practising in the above field for years.

Books

12. Did you make a Books claim in Payback 2008? No Yes - Remember: make sure you claim again even if you have claimed before.

Number of books: count every book published in all years up to 31 December 2008.

13. In how many book have your works appeared in all the years up to 31 December 2008? Tick only one box. If none, tick 'None' and go to Question 17.

- None
 1 - 2
 3 - 6
 7 - 25
 26 - 45
 46 - 180
 181 or more

Use of Artistic Works in Books: a use is defined as the reproduction of your work in a book. If one work was reproduced in a book five times this counts as five uses. If more than one work was reproduced, count each time each work was used.

14. In all of these books, how many times were your works used in total? Tick only one box.

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

15. Provide the ISBN, title and year of publication of three books in your claim; i.e. those published at any time up to 31 December 2008. Please note: we cannot process your claim without this information (refer to Q&A 20-21).

| ISBN | Title | Year |
|---------|-------|-------|
| a. | | |
| b. | | |
| c. | | |

16. Were your works used in any of the following types of books? Tick all that apply.

- Architecture/Design Educational (Primary & Secondary) Lifestyle Business/Law
 Children's Academic (Higher/Further Education) Medicine Crafts
 Reference/Encyclopedia History/Biography Art Fashion
 Fiction/Poetry/Plays Sciences/Nature Other (specify)

Magazines & Journals

Remember, you CANNOT claim for artistic works in newspapers, weekend supplements, leaflets or brochures.

17. Did you make a magazines claim in Payback 2008?

- No Yes - Remember: make sure you claim again even if you have claimed before.

Number of Magazines & Journals: count each issue published in all years up to 31 December 2008.

18. In how many magazines and journals have your works appeared in all years up to 31 December 2008? Tick only one box. If none, tick 'None' and go to Question 22 on Page 3.

- None
 1 - 3
 4 - 25
 26 - 75
 76 - 125
 126 - 300
 301 or more

Use of Artistic Works in Magazines & Journals: a use is defined as the reproduction of your work in a magazine or journal. If one work was reproduced in a magazine or journal five times this counts as five uses. If more than one work was reproduced, count each time each work appears.

19. In all of these magazines and journals, how many times were your works used in total? Tick only one box.

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

Magazines & Journals continued

20. Provide either the ISSN, ISBN or barcode number as well as the title, issue number or cover date of three magazines & journals in your claim; i.e. those published at any time up to 31 December 2008. We cannot process your claim without this information (refer Q&A to 21-22).

| ISSN/ISBN/barcode | Title | Issue Number or Cover Date |
|-------------------|-------|----------------------------|
| a. | | |
| b. | | |
| c. | | |

21. Were your works used in any of the following types of magazines and journals? Tick all that apply.

| | | | | | |
|--|---|--|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Trade/Technical | <input type="checkbox"/> Teen/Children's | <input type="checkbox"/> Computers | <input type="checkbox"/> Crafts | <input type="checkbox"/> Academic | <input type="checkbox"/> Art/Antiques |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Comics | <input type="checkbox"/> Travel | <input type="checkbox"/> Listing Guides | <input type="checkbox"/> Music | <input type="checkbox"/> Cars/Auto |
| <input type="checkbox"/> Home/Gardening | <input type="checkbox"/> Lifestyle/Health | <input type="checkbox"/> Other (specify) | | | |

Television Claims

You can claim for artistic works included in any television programmes broadcast on the channels listed below in 2008.

22. For the majority of my artistic works included in television programmes, I describe myself as: Tick only one box.

| | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Set/Art/Costume Designer | <input type="checkbox"/> Illustrator | <input type="checkbox"/> Fine Artist | <input type="checkbox"/> Craftsperson |
| <input type="checkbox"/> Animation Artist | <input type="checkbox"/> Sculptor | <input type="checkbox"/> Cartoonist / Comic Artist | <input type="checkbox"/> Architect |
| <input type="checkbox"/> Designer | <input type="checkbox"/> Photographer - Make sure you answer Question 23. | <input type="checkbox"/> Other (specify) | |

23. Are you a Photographer whose photographs were licensed on the BBC TeLPic contract?

Yes - Remember: you cannot include these in your claim. No

What sort of visual creator are you? Select one of the options below to answer Question 24.

| | |
|--|---|
| <p>OPTION ONE:</p> <p>If you are a Set/Art/Costume Designer or Animation Artist follow the arrows on this side to answer Question 24.</p> <p style="text-align: center;">↓</p> <p>Number of Programmes Broadcast</p> <p>Count every programme broadcast. Count the programme again if it has been repeated.</p> <p>Now tick one box for each TV channel in Question 24. Important: If none, tick 'None'.</p> | <p>OPTION TWO:</p> <p>If you are any other type of visual creator follow the arrows on this side to answer Question 24.</p> <p style="text-align: center;">↓</p> <p>Count every use. A use is defined as the inclusion of your work in a programme. If one work was included in one programme five times, count as one use. If five works were included, count as five uses. If the programme was repeated, count the work(s) again for each repeat.</p> <p>Now tick one box for each TV channel in Question 24. Important: If none, tick 'None'.</p> |
|--|---|

Programmes broadcast in 2008 only

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------|---|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|-------------------------------------|------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|--------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|-----------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|---------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|---------------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|--------------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|-------------------------------------|----------------|--|--|--|--|--|--|--|--|
| <p>24. In how many television programmes did your artistic works appear between 1 January and 31 December?</p> | or | <p>How many times were your works used on these channels between 1 January and 31 December?</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td>BBC 1/2</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>ITV1</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>C4/SC4</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>Channel 5</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>BBC 3/4</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>CBBC/CBeebies</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>BBC News 24/</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> 1 - 2</td> <td><input type="checkbox"/> 3 - 6</td> <td><input type="checkbox"/> 7 - 20</td> <td><input type="checkbox"/> 21 - 70</td> <td><input type="checkbox"/> 71 or more</td> </tr> <tr> <td>BBC Parliament</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 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/SC4 | <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/ | <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 Parliament | | | | | | | | |
| 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/SC4 | <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/ | <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 Parliament | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

25. Please provide the title, channel and year of broadcast for three television programmes in your claim (or less if your work was used only once or twice). Please note: we cannot process your claim without this information (refer Q&A 20)

| Title | Channel | Year |
|---------|---------|-------|
| a. | | |
| b. | | |
| c. | | |

26. Were your works used in any of the following types of programmes? Tick all that apply.

| | | | |
|---|---|-------------------------------------|--|
| <input type="checkbox"/> Drama (incl "soaps") | <input type="checkbox"/> Light Entertainment | <input type="checkbox"/> Children's | <input type="checkbox"/> Documentary/Education |
| <input type="checkbox"/> Comedy/Quiz | <input type="checkbox"/> News/Current Affairs | <input type="checkbox"/> Arts | <input type="checkbox"/> Other |

This is an agreement to a self-billing procedure between:

Customer name Design and Artists Copyright Society (DACS) VAT number 397 1521 32

and

Supplier name VAT number

DACS (the Customer) agrees:

- 1. To issue self-billed invoices for all supplies made to them by the self-billee (the Supplier) until 31 May 2010
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number together with all other details which constitute a full VAT invoice
3. To make a new self-billing agreement in the event that our VAT registration number changes
4. To inform the Supplier if the issue of self-billed invoices will be outsourced to a third party

You (the Supplier) agree:

- 1. To accept invoices raise by the self-biller on their behalf until 31 May 2010
2. Not to raise sales invoices for the transactions covered by this agreement
3. To notify the Customer immediately if you:
- change your VAT registration number;
- cease to be VAT registered; or
- sell your business, or part of your business to which this agreement relates.

Signed by Jane Sandeman

Signed by

On behalf of Design and Artists Copyright Society

On behalf of

Date 01 June, 2009

Date

Declaration Check which declaration is appropriate for you before you sign. We cannot process your claim without your signature. Remember: you must sign and date a declaration or your form will be returned.

Visual Creator Declaration

I (print name) 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.

Signature: Date:

Authorised Representative / Beneficiary Declaration:

If you are not the visual creator, please answer the following questions. We cannot process your claim without this information.

Authorised Representative: I (print name) confirm that I am authorised by the visual creator 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 authorisation. I further confirm that the revenue resulting from this claim will be paid to the visual creator or rightsholder the subject of this claim and I consent to DACS making appropriate enquiries to confirm this.

For VAT purposes I act as principal with regard to this visual creator's works: Yes [] No []

Beneficiary: This visual creator died in the year I am the sole beneficiary of the visual creator's estate: Yes [] No []

If no, please indicate the proportion of the estate for which you are entitled to claim %.

Authorised Representative / Beneficiary: (complete as necessary)

If you are resident outside the UK for tax purposes, please state your country of residence

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

Signature: Date: