

Payback 2009 Online User Guide: Authorised Representatives

If you claimed for Payback 2008 as an authorised representative, and wish to make a claim for the same or new artists in Payback 2009, please follow the procedures below. Please note that some Authorised Representatives will be able to bulk update **unchanged** previous claims for 2009. Please refer to your launch letter or contact Payback for further details.

If you are claiming for the first time please refer to the 'New Claimant' user guide. If you can not find this or are uncertain about any aspect of the claim process please get in touch.

How do I login?

- Type <https://payback.dacs.org.uk/> in your browser, which will direct you to the **Payback Login Page**:

The screenshot shows the DACS website's login page for Payback 2009. The DACS logo is in the top left. A navigation menu on the left includes links for Home, About DACS, Members, Licensing, Payback (highlighted), Resale Right, Copyright, The Kowalsky Gallery, StudioDACs, Links, Contact Us, and Recruitment. The main content area features a header 'Payback 2009' and a sub-header 'Log in to make your claim'. Below this is a login form with fields for 'Username' and 'Password', and a 'Login' button. A red oval highlights the login form, and a red line connects it to a callout box on the right. The callout box contains text: 'Type in your Username and Password (provided at the top of your Payback 2009 letter) and click 'Login to Payback'.' Below the login form is a 'Forgotten your password?' link and a security notice: 'This is a secure server. Nobody else will be able to access the information you supply here and DACS will never share the details you provide with anyone else. This applies to this site throughout. See our data protection statement here.' The footer contains copyright information for DACS and a list of site links.

Type in your **Username** and **Password** (provided at the top of your Payback 2009 letter) and click **'Login to Payback'**.

Once you have logged in, you will be redirected to the **Claimant Details** page, where you will be asked to update your personal details. For security reasons not all the information here will be saved from last year.

This section will form **Q1-7** of your Payback 2009 claim. Please see overleaf for the screen shot of this section of the claim process.

- Home
- About DACS
- Members
- Licensing
- Payback**
 - Claim your share
 - Policy Change
- Resale Right
- Copyright
- The Kowalsky Gallery
- StudioDACs
- Links
- Contact Us
- Recruitment

Payback 2009 Claimant Details

[Payback Home](#) | [Edit Details](#) | [User Guide](#) | [Make a Claim](#) | [Change your password](#) | [Logout](#)

We need this information to communicate with you and also to pay you your royalties. See our data protection statement [here](#).

Fields marked with a * are required

Forename:

Surname:

Title:

Company Name:

Street 1:

Street 2:

Town/City:

Country:

Postcode:

Country:

Telephone:

Mobile:

IB: Please supply a telephone or mobile number

FAX:

Email:

VAT Applies:

VAT Principal: If you are an authorised representative and VAT Principal please check

Tax Applies:

Tax Residency:

Payment Type:

Account Payee:

What type of claimant are you?

I am the artist or visual creator

Please provide your own contact and payment details

I am a representative of artist/s or visual creator/s

Please provide the contact and payment details for you OR your company

I am a beneficiary of a deceased artist or visual creator

Please provide your contact and payment details

Please check that **all** the personal details listed are still correct.

Important

Please read carefully before you start your claim.

If you are based in the UK for tax purpose, please **don't** tick 'Tax Applies' Box. DACS will not charge any income tax on your royalty share.

However, if you are **VAT** registered, you will need to tick first the '**VAT applies**', and then complete the VAT self-billing agreement. Please ensure that we have your correct VAT number so that we can pay you VAT on top of your royalty share.

Help us to Pay you

Each year the Payback royalty payments are made in December, usually before Christmas. In order to do this effectively, it is important that we have your correct banking details. Whilst DACS will do all we can to ensure you get your payment before the end of 2009, failure to provide any or 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. UK bank, UK building society, EU bank and Non-EU bank all require different information (though all require a payee name and bank country).

Please read the following information specifying what bank details we require from you.

I have read and understood the points raised on this page

Sort Code:

Account Number:

Bank Name:

Bank Address:

Country:

Notes:

Roll Number:

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:

I confirm that I have read and accept the [Terms & Conditions of Payback 2009](#) and also DACS' [Privacy Statement](#) (Type your name in this box to confirm you accept these terms & conditions)

For security purposes, your bank details are not automatically populated, and will need to be re-entered. We prefer to pay successful claimants by direct bank transfer using BACS. Payment by BACS keeps our costs down and we can pay more to visual creators.

Once you have checked your personal details and made any changes that required, you will need to sign your 'digital signature' at the bottom of the page. Simply type your name in the box provided and press 'Save'.

- After pressing 'Save', you will be directed to your **online home page**:

| | |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home | Payback 2009 |
| About DACS | Your Home Page |
| Members | Previous Auth Rep |
| Licensing | Edit Your Claimant Details |
| Payback | Click here if you would like to update your contact and bank details (name, address, VAT information etc) |
| Claim your share | User Guide |
| Policy Change | As an authorised representative, you will need to read this before claiming on behalf of your Visual Creators. These documents contain valuable information on the claim process and how to successfully submit your claim(s). |
| Resale Right | Questions & Answers |
| Copyright | Further information on Payback that will help you with your claim. |
| The Kowalsky Gallery | Review last years claim(s) here |
| StudioDACS | Click here to review the claim(s) you made for Payback 2008. You will need to resubmit certain parts of the claim in order to enter the same artists for Payback 2009. You can also enter authorized representative claims for new visual creators here. |
| Links | Change your password here |
| Contact Us | We recommend you change your password once you have logged in for the first time. Just be sure to remember what you change it to!! |
| Recruitment | Logout |
| | If you want to leave the online form for any reason, or you've submitted your claim, simple click here to safely leave the site. |
| | You can always return to this page by simply clicking "Payback Home" from anywhere on this site |

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[Home](#) | [About DACS](#) | [Members](#) | [Licensing](#) | [Payback](#) | [Resale Right](#) | [Copyright](#) | [The Kowalsky Gallery](#) | [StudioDACS](#) | [Links](#) | [Recruitment](#) | [Sitemap](#)

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- To make claims for your artists as part of Payback 2009 you will need to click on '**Review last years claim(s) here**' this will bring you to the following screen:

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home | Payback 2009 |
| About DACS | Review your Claim |
| Members | Payback Home Edit Details User Guide Update Claim(s) Change your password Logout |
| Licensing | In 2008 you successfully claimed for a share of Payback. Click "update" to review your 2008 submission and start making your claim for 2009. If you are a new claimant, and have already started your online 2009 claim, it will be saved here. |
| Payback | Publication Claims |
| Claim your share | make a publications claim you will need to answer the following questions accurately, checking that the completed answers relate to the size of your claim. You will then need to give us some examples of publications that feature your work, including ISBN or ISSN numbers. |
| Policy Change | Television Claims |
| Resale Right | Did your work appear in a terrestrial or BBC digital TV broadcast between 1 January 2008 and 31 December 2008? If so, you can make a claim. |
| Copyright | If at any point you require further information, just click on the "User Guide" option at the top of the screen. |
| The Kowalsky Gallery | If you are not an authorized artist representative, please ignore the 'Not Required' option on this page. |
| StudioDACS | Make a new claim |
| Links | Pending Claims |
| Contact Us | |
| Recruitment | |

| ID | Artist | Date Entered | | |
|----|--------|-------------------|------------------------|------------------------------|
| | | 26 Jun 2009 10:14 | Update | Not Required |
| | | 26 Jun 2009 10:14 | Update | Not Required |

How to make a claim for Payback 2009

- As a previous claimant you can view your 2008 claim(s) under **Pending Claim(s)**. If there are any artists you do not intend to claim for this year, please click on '**Not required**' next to the claim in question. For any artists you do intend to claim for, click on '**Update**' to the right of the claim details to be directed to the **claim pages** for that artist:

- Home
- About DACS
- Members
- Licensing
- Payback**
- Claim your share
- Policy Change
- Resale Right
- Copyright
- The Kowalsky Gallery
- StudioDACS
- Links
- Contact Us
- Recruitment

Payback 2009

Make a Claim

[Payback Home](#) | [Edit Details](#) | [User Guide](#) | [Update Claim\(s\)](#) | [Change your password](#) | [Logout](#)

Claim #137592

I am: The Visual Creator
 an Authorised Representative of the Visual Creator VAT Principal
 Beneficiary of the Visual Creator %

Your Ref:

Artist First Name:

Artist Last Name:

Title:

Tax Registered:

Tax Residency:

VAT Applies:

VAT Number:

Telephone:

FAX Number:

Email:

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- The first page you will see summarises **Q1-7: Personal Information**, and should confirm the contact and tax details you entered previously. If this information is correct, please press **'Next'**. If this section is blank please provide the required information.

- Home
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- Links
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- Recruitment

Payback 2009

Your Claim

[Payback Home](#) | [Edit Details](#) | [Update Claim\(s\)](#) | [Change your password](#) | [User Guide](#) | [Logout](#)

Claim #143124

1-7
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8 a. I am a member of:

| | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Association of Illustrators | <input type="checkbox"/> Comic Creator's 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"/> Institute of Medical Illustrators | <input type="checkbox"/> None | <input type="checkbox"/> Other <input type="text"/> |

b. 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 |
|----------------------------------------------|------------------------------------------------|----------------------------------|

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- Questions 8 to 26 can be completed in any order, although we recommend you go through each question in turn using the 'next' button. If you wish to go back to the previous question click on the number of that question. The question numbers above the text are colour coded, and in three sections. The green questions deal with **book claims** (Q10 to Q16), the blue questions deal with **magazine claims** (Q17 to Q21), and the purple questions deal with

television claims (Q22 to 26). All questions must be filled out again as part of your 2009 claim. DACS can not just carry over claim information from one year to another.

- **Q8:** Please tell us if you know whether the artist is a member of the following organisations. If you do not know, please leave this section blank. The same rule applies for **Q8b**.
- **Q9:** Please tell us how you found out about Payback 2009.
- **Q10:** Please tell us what type of visual creator the artist is (only one box should be ticked, if you feel that this work falls into more than one category please tick the box which best describes the majority of your artists work).
- **Q11:** Please fill this out if you know how long the artist who you are claiming for has been active.

Books Claims Q12-16

You can claim for the use of artistic works in books, magazines and journals published in the UK in any year up to and including 2008. **Remember to count everything, including works previously claimed for, as this work is still available for copying.**

- **Q12: Previous books claim.** If you made a **books** claim in 2008, please select 'Yes'.
- **Q13: Number of books.** Count every book published in all years up to 31st December 2008. If you did not make a book claim in 2008 and this figure remains 'none', please go to **Q17**
- **Q14: 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.
- **Q15: Book Information.** Please provide complete ISBN, title and year of publication of three books in this claim (or less if the work was used only once or twice). If you there are no new works published in 2008 simply repeat the information you provided last year. If the claim has changed, please provide new information on any of the 2008 publications featuring your artists work. **Please note you will not be able to submit your claim without this information. DACS requires all claimants to refresh claim data each year.**
- **Q16: Were these works used in any of the following types of books?** Tick **all** that apply.

Magazines & Journals Q17-21

Remember, you cannot claim for artistic works in newspapers, weekend supplements, leaflets or brochures. The magazine or journal that you claim for must have an ISBN, ISSN or Barcode number.

- **Q17: Previous magazines claim.** If you made a **magazine & journal** claim in 2008, please select 'Yes'.
- **Q18: Number of Magazines and Journals.** Count every magazine or journal published in all years up to 31st December 2008. If you did not make a magazine claim in 2008 and this figure remains 'none', please go to **Q22**
- **Q19: Use of Artistic Works in Magazines and Journals.** A use is defined as the reproduction of work in a magazine or journal. If one work was reproduced in a magazine five times, this counts as five uses.
- **Q20: Magazine or journal information.** Please provide a complete ISBN, ISSN or barcode number for three magazines or journals in the claim (or less if your work was used only once or twice), along with a title, issue number and date of publication. If your artist has had no new works published in 2008, simply repeat the information you provided last year. If the claim has changed, please provide information on any of the new 2008 publications featuring work. **Please note you will not be able to submit your claim without this information.**
- **Q21: Were your works used in any of the following types of magazines and journals?** Tick **all** that apply.

Television Claims Q22-28

You can claim for artistic works included in any television broadcasts on the five UK terrestrial channels (BBC1/2, ITV1, CH4/S4C, Channel 5) and now the BBC digital channels (BBC1/2, BBC3/4, BBC Parliament, BBC News 24, CBBC & Cbeebies) during 2008.

If you have no work that has been featured on terrestrial or digital television, please skip this section and go to **Q29**.

- **Q22: I describe myself as...** Tick **only** one box that best describes your artist. If they are a **photographer** please make sure you answer **Q23**.
- **Q23: BBCTelPic contract.** If answer is 'Yes' you cannot make a TV claim. This question is for **Photographers Only**.

Important: The nature of television work can alter how you claim for Payback.


If your artist is a **set / art / costume designer** or **animation artist**, each broadcast programme counts as **one** use of work. Count the programme again if it has been repeated.

If they are **any other type of visual creator**, count **the number** of uses of different works per broadcast. A use is defined as the inclusion of work in a programme. If one work was included in one programme five times, this counts as one use. However, if five **separate** works were included, count five uses. If the programme was repeated, count the work(s) again for each repeat.

- **Q24: In how many television programmes did your artistic works appear between 1 January and 31 December 2008?** Please tick the relevant boxes that relate to the size of the television claim.
- **Q25: Broadcast information.** Please provide the title, channel and year of broadcast for three television programmes in this claim (or less if the work was used only once or twice). **Please note we cannot process your claim without this information.**
- **Q26: Were your works used in any of the following types of programmes?** Tick **all** that apply

Submitting your updated claim

When you are happy with your answers and do not want to change any thing you will be ready to submit your 2009 Payback claim.

To submit your claim, press 'next' or click on the  button.

If there are any parts of the form that are not filled out correctly, you will be prompted by onscreen text to go back to the relevant question.

If the claim has no obvious errors, you should see the following screen:

The screenshot shows the DACS website interface for the Payback 2009 'Your Claim' page. On the left is a vertical navigation menu with items: Home, About DACS, Members, Licensing, Payback (highlighted in purple), Resale Right, Copyright, The Kowalsky Gallery, StudioDACs, Links, Contact Us, and Recruitment. The 'Payback' section includes sub-links for 'Claim your share' and 'Policy Change'. The main header features the DACS logo and the tagline 'DACS valuing visual arts'. The page title is 'Payback 2009 Your Claim'. Below the title are navigation links: Payback Home, Edit Details, Update Claim(s), Change your password, User Guide, and Logout. The claim number is #143124. A calendar interface shows dates from 1-7 to 26, with a 'Validate' button. The text below the calendar reads: 'You are now ready to submit your claim. Please click "Submit Claim" Once you have done so, you will be taken to a screen where you can either: 1. Enter another new claim (if you are an authorised rep for example) 2. Or logout of this service'. A thank you message follows: 'Thank you for using the Payback Online Claim Form; we hope you found this service useful. The deadline for all claims is the 30th September 2009. We aim to pay all successful claimants within 12 weeks of this date.' A 'Submit Claim' button is located at the bottom right of the main content area. The footer contains a copyright notice for The Design and Artists Copyright Society and a list of navigation links: Home, About DACS, Members, Licensing, Payback, Resale Right, Copyright, The Kowalsky Gallery, StudioDACs, Links, Recruitment, and Sitemap. A final line of text states: 'This website and its content is owned by DACS. ©2009.'

Please click the **'Submit Claim'** button for processing.

Important: You will not be able make any changes to your claim form after you have clicked the 'Submit Claim' button.

When you return to the **'Review Claim(s)'** page, you should find that the **'update'** and **'not required'** options are now replaced by **'view'** for this artist. You can view (PDF file) your submitted claim and print a copy for your records by clicking on the **'view'** option.

To add a new artist to your 2009 Payback claim, just choose the **'Make a New Claim'** option on the **Review Claim(s)** screen.