

## Payback 2009 Online User Guide: Previous Claimants

If you claimed for Payback 2008, and wish to make a claim for Payback 2009 online, please follow the procedures set out below. You should have already received a launch letter with details of your previous claim. Please note that all claimants are asked to refresh their verification data each year. You are free to use the same examples as in previous years but you must resubmit this information.

### How do I login?

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

The screenshot shows the DACS website's login page for Payback 2009. The DACS logo is at the top left. The main heading is 'Payback 2009' with a sub-heading 'Log in to make your claim'. The login form consists of two input fields: 'Username' and 'Password', followed by a purple 'Login' button. A link for 'Forgotten your password?' is located below the password field. A red oval highlights the login form fields, and a red line points from a text box on the right to the 'Login' button. The footer contains a list of links and copyright information.

Type your **Username** and **Password** (provided with your postal statement of previous claim) and click **'Login'**.

Once you have logged in, you will be asked to update your personal details on the **Claimant Details** page. This section will form **Q1-7** of your Payback 2008 claim. Please check that all the personal details listed are still correct.

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.

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## Payback 2009 Claimant Details

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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:  \*

County:

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

### 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)

\*

Save

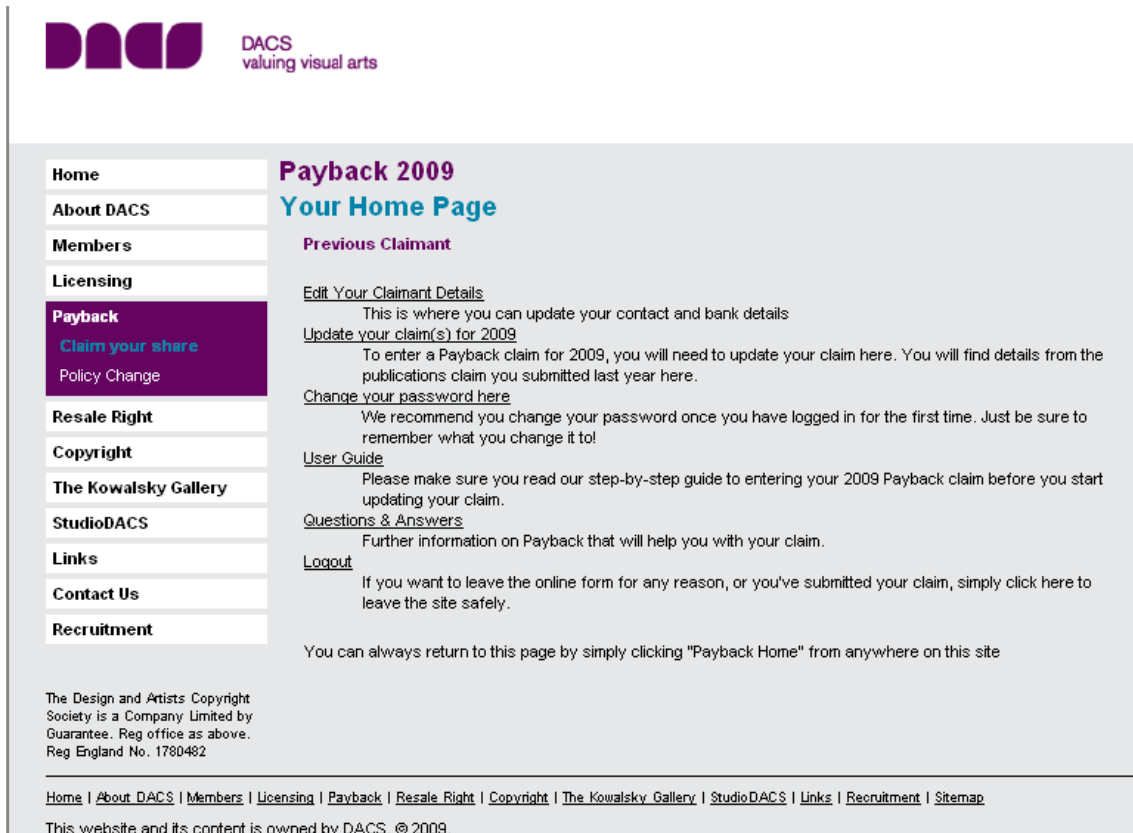
**Important**  
Please read carefully before you start your claim.

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.

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.

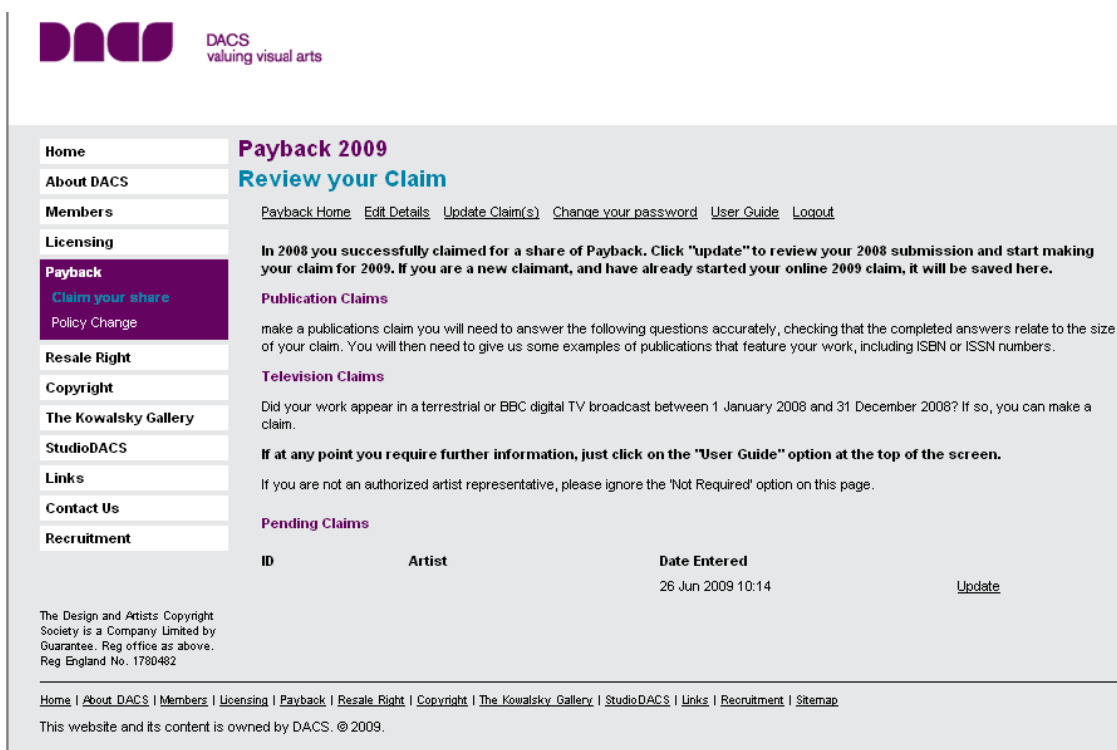
Once you have checked your personal details and made any changes that required, you will need to sign your 'digital signature' at the bottom of the page. Simply type your name in the box provided and press '**Save**'.

- After pressing 'Save', you will be directed to your **online home page**. It should look like this:



The screenshot shows the DACS website interface. At the top left is the DACS logo with the tagline 'valuing visual arts'. A navigation menu on the left lists various sections, with 'Payback' highlighted in purple. The main content area is titled 'Payback 2009 Your Home Page' and is for a 'Previous Claimant'. It contains several links: 'Edit Your Claimant Details', 'Update your claim(s) for 2009', 'Change your password here', 'User Guide', 'Questions & Answers', and 'Logout'. Each link is accompanied by a brief explanatory text. At the bottom, there is a footer with the DACS logo, a navigation bar with links to all site sections, and a copyright notice for 2009.

- As a previous claimant, DACS has presented you with your claim data from last year in the launch letter that you received. To make a claim this year, you will need to click on 'Update your claim(s) for 2009'. This will bring you to the following screen:



The screenshot shows the DACS website interface for the 'Review your Claim' page. The navigation menu on the left is the same as in the previous screenshot, with 'Payback' highlighted. The main content area is titled 'Payback 2009 Review your Claim'. It features a navigation bar with links: 'Payback Home', 'Edit Details', 'Update Claim(s)', 'Change your password', 'User Guide', and 'Logout'. Below this, there is a message: '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.' The page is divided into sections for 'Publication Claims', 'Television Claims', and 'Pending Claims'. The 'Pending Claims' section contains a table with the following data:

ID	Artist	Date Entered	
		26 Jun 2009 10:14	<a href="#">Update</a>

At the bottom, there is a footer with the DACS logo, a navigation bar with links to all site sections, and a copyright notice for 2009.

## How to make a claim for Payback 2009

- As a previous claimant you should be able to view your 2008 claim(s) under **Pending Claim(s)**. Clicking the **'Update'** to the right of the claim details will direct you to your **claim pages**:

**DACS** valuing visual arts

**Payback 2009**  
**Make a Claim**

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

Claim #143124

I am:  The Visual Creator  
 an Authorised Representative of the Visual Creator  
 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'**.

**DACS** valuing visual arts

**Payback 2009**  
**Your Claim**

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Claim #143124

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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 light 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 what organisations you are a member of. If you are a DACS member, ARR member or Payback member, please fill in **8b** as well as **8a**.

**Please note that Payback members have signed a specific membership mandate with DACS. Simply making a Payback claim does not mean that you are a Payback member. For more information on Payback membership and how to join please see the Payback section of the website.**

- **Q9:** Please tell us how you found out about Payback 2009.
- **Q10:** Please tell us what type of visual creator you are (only one box should be ticked, if you feel that your work falls into more than one category please tick the box which best describes the majority of your work).
- **Q11:** Please tell us how many years you have you been working in this field.

### Books Claims Q12-16

You can claim for the use of your 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 your 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 31<sup>st</sup> December 2008. The information that you supplied in this section last year is details on your launch letter. 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 your claim (or less if your work was used only once or twice). If you have had no new works published in 2008, simply repeat the information you provided last year. If your claim has changed, please provide new information on any of the 2008 publications featuring your work. **Please note you will not be able to submit your claim without this information. DACS requires claimants to refresh their claim data each year.**
- **Q16: Were your 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 31<sup>st</sup> December 2008. The information that you supplied in this section last year is details on your launch letter. 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 your 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 your claim (or less if your work was used only once or twice), along with a title, issue number and date of publication. If you have had no new works published in 2008, simply repeat the information you provided last year. If your claim has changed, please provide information on any of the new 2008 publications featuring your 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. If you 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 your television work can alter how you claim for Payback.


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

If you 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 your 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 your television claim.
- **Q25: Broadcast information.** 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.**
- **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:



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## Payback 2009 Your Claim

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Claim #143124

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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

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.

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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.** If you realise that you made an error and need the claim to be changed please contact the Payback team at [payback@dacs.org.uk](mailto:payback@dacs.org.uk)

You can view (PDF file) your submitted claim(s) and print a copy for your records by choosing **'view'** from the **Review Claim(s)** page.