

DACS

Personal Information Form

Your contact details

1. Visual artist's details

First name_____

Surname_____

Other name(s) by which
you are known_____

Date of
birth____

Name of gallery or agent_____

Website_____

2. 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

3. 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_____

Your 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.

4. Bank details

UK bank accounts only

Account payee name_____ Bank name_____

Bank address

Sort code_____ Account number_____

Building Society
Roll no._____

Payment Information

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_____

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

☐ YES
(go to question 6)

☐ NO
(complete the details below)

If no, please state your 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's website: 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.

If you are not resident in the UK, we also need to know whether or not you intend to apply for tax relief. Please choose one of the options below.

☐ 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.

Payment Information

6. Are you registered for UK VAT?

☐ YES

☐ NO

If Yes, please complete the following Self Billing Agreement with your Supplier name, UK VAT number and signature. If No, you do not need to complete the below.

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

and

Supplier name

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 2024.
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 outsourced to a third party.

You (the supplier) agrees to:

1. Accept invoices raised by the self-biller on their behalf until 31 December 2024.
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



Signed by

On behalf of Design and Artists Copyright
Society, 30/11/23

On behalf of

Date

Your Signature_____

Signed_____

Date_____

Privacy Policy

DACS' Privacy Policy applies to all personal information supplied by you. Please refer to DACS' Privacy Policy at <https://www.dacs.org.uk/legal/privacy> for more information on how DACS may collect and use personal information and who it may be shared with.