



**THIS FORM MUST BE ATTACHED TO A COPY OF YOUR ROYALTY ASSIGNMENT**

**ROYALTY ASSIGNMENT VERIFICATION FORM (FULL CATALOGUE)**

THIS VERSION OF THE FORM IS TO BE USED ONLY IF YOU HAVE ASSIGNED SOME OR ALL OF THE ROYALTIES ON ALL OF THE WORKS CURRENTLY IN YOUR CATALOGUE. IF YOU HAVE ASSIGNED ROYALTIES ON LESS THAN ALL OF THE WORKS CURRENTLY IN YOUR CATALOGUE, USE THE ROYALTY ASSIGNMENT VERIFICATION FORM (PARTIAL CATALOGUE) VERSION. YOUR "WORKS" INCLUDE THOSE SUBMITTED TO BMI ON REGISTRATION FORMS, ONLINE OR VIA CUE SHEETS FROM THIRD PARTIES.

**INSTRUCTIONS**

- A. Complete a separate form for EACH person or company to whom you have assigned your royalties. Sign and date the form in front of a notary public who should sign and stamp where indicated.
- B. **Attach this form to your assignment document.** Your assignment document must have a date and your signature. Consult an attorney for assistance in preparing your assignment. BMI does not provide sample assignments. No special language is required as long as it is clear that you have transferred legal ownership of your royalties. ONCE AN ASSIGNMENT IS SUBMITTED TO BMI, IT CANNOT BE WITHDRAWN. A REVERSE ASSIGNMENT WILL HAVE TO BE MADE BACK TO YOU.
- C. If BMI does not already have the social security number (for a person) or Taxpayer Identification Number (for a company) in its records, you must submit an IRS W-9 form for the person or company to whom you assigned your royalties. A Form W-9 is downloadable from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- D. **Return  this form with the  attached assignment (and  W-9 form, if applicable) to BMI** Writer Administration, 320 W. 57<sup>th</sup> Street, New York, NY 10019. Attention: Royalty Assignment Group.

*When BMI processes your assignment, it will create a separate payee account for each person or company to whom you assigned your royalties. A processing fee of \$500 will be posted against each payee account, which will be deducted from the first royalties payable under the assignment.*

1. My name \_\_\_\_\_ 2. My social security number \_\_\_\_\_

3. Date of my assignment which I have attached \_\_\_\_\_

4. My BMI account number(s) from which I assigned royalties \_\_\_\_\_

5. Name and address of the person or company to whom I assigned royalties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. My full catalogue assignment to the assignee named on line 5 covers \_\_\_\_\_% of my royalties. (Insert a number between 1 and 100)

7. My assignment applies (Initial one box)  only to my currently existing works  to my currently existing works and all future works that are registered into my catalogue. [NOTE: THIS INFORMATION MUST MATCH WHAT IT SAYS IN THE ATTACHED ASSIGNMENT].

8. I warrant and represent to BMI that I am the person who assigned my right to receive BMI royalties to the party named in the attached assignment document, that I have consulted a legal or financial advisor regarding the implications of the assignment or have knowingly waived my right to do so, that I have made the assignment with full knowledge and understanding of its consequences with respect to the BMI royalties assigned and my royalty income, that I have received valuable consideration for the assignment, that I intend for the assignment to be irrevocable, and that I have not made the assignment with the intent to evade the income tax or other laws of the United States or of any state or local jurisdiction or foreign nation to which I may be subject.

\_\_\_\_\_  
Signature of person named on line 1 above Today's Date: \_\_\_\_\_

Sworn to and subscribed before me at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public IMPRINT NOTARY STAMP HERE:

*No assignment will be processed until ALL of the required items listed above have been properly completed, signed and received by BMI. BMI will update its records to pay the assignee as of the royalty distribution following completion of processing. Be advised that, due to the nature of some assignments, several royalty distributions may be made before processing is completed. Assignments are only accepted subject to that condition and no retroactive adjustments are available.*