



WRITER ROYALTY ASSIGNMENT FORM

INSTRUCTIONS FOR COMPLETING THE BMI ROYALTY ASSIGNMENT FORM

- A. Complete a separate form for EACH person or company to whom you wish to assign your royalties. Sign and date the form in front of a notary public who should sign and stamp where indicated.
- B. **ONCE YOUR ASSIGNMENT IS SUBMITTED TO BMI, YOU WILL HAVE PERMANENTLY SOLD YOUR ROYALTY STREAM. IT CANNOT BE WITHDRAWN OR LIMITED IN TIME. TO RECLAIM YOUR ROYALTIES, AN ASSIGNMENT WILL HAVE TO BE MADE BACK TO YOU FROM THE OTHER PARTY.**
- C. If BMI does not already have the social security number (for a person) or Taxpayer Identification Number (for a company or trust) in its records, you must submit an IRS Form W-9 for the person or company to which you have assigned your royalties. You can get a Form W-9 at www.irs.gov.
- D. If you executed a separate assignment document for the same transaction covered by the BMI Royalty Assignment Form, please do not send that document to BMI. The form will be used to update our records to pay the other party and no attempt will be made to compare the form with any separate document.
- E. If your assignment is for less than your whole catalogue you must attach to the form a schedule listing the title and BMI work number of the individual works and cues whose royalties are being assigned. Sign each page. Only the works on the schedule will be processed as part of the assignment.
- F. Return the form (with the W-9, if applicable) by postal mail to BMI Performing Rights Administration, 10 Music Square East, Nashville, TN 37203. Attn: Royalty Assignment Group, or as an attachment to an e-mail sent to RAF@bmi.com.
- G. A \$1,000 processing fee per payee must be paid prior to processing. No fee is charged if the payee to which you are assigning your royalties is a corporation, LLC or trust solely owned by the affiliate or if the form is submitted with an application for affiliation or with the submission of a BMI Estate Questionnaire for a deceased affiliate.
- H. If you have any questions about the completion of the form, please send them by e-mail to RAF@bmi.com. We will reply as promptly as possible.

When BMI processes your assignment, it will create a payee account for each person, company or trust to which you assigned your royalties and you will not have access to that account or any information in it without their permission.



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The fee for an assignment of royalties is \$1,000 per payee and must be paid prior to processing. No fee if the payee is a corporation, LLC or trust that is solely owned by the affiliate, or if the assignment is submitted with an application for affiliation or with an Estate Questionnaire for a deceased BMI affiliate.

USE THIS FORM TO ASSIGN ROYALTIES EARNED BY WORKS IN YOUR BMI WRITER CATALOGUE TO ANOTHER PERSON OR COMPANY. YOUR "WORKS" INCLUDE THOSE SUBMITTED TO BMI ON REGISTRATION FORMS, ONLINE OR VIA CUE SHEETS FROM THIRD PARTIES. AN ASSIGNMENT WITH RESPECT TO LESS THAN A WHOLE CATALOGUE WILL BE ACCEPTED ONLY IF ALL THE WORKS OF WHICH ROYALTIES ARE BEING ASSIGNED ARE IN YOUR CATALOGUE WHEN THIS FORM IS RECEIVED AND ARE LISTED ON AN ATTACHED SCHEDULE. IF YOU ARE ASSIGNING YOUR COPYRIGHTS UNDER A SONGWRITER/PUBLISHER AGREEMENT, YOU SHOULD NOT USE THIS FORM. PUBLISHER ROYALTIES WILL BE PAID TO THE PUBLISHER THAT ACQUIRED THE COPYRIGHTS.

- 1. My name _____ (must match name on applicable royalty statements)
- 2. My social security number/TIN _____
- 3. I am **permanently and irrevocably** assigning (Insert a number between 1 and 100) _____ % of my royalties as indicated in number 4 below from my BMI account number(s) _____ to
(State assignee's name, complete address and contact person if a company or other entity. Ensure information matches W-9 form for Assignee.)

E-mail address of above party (for online access to account) -----

If a company or other entity is entered above, is it solely owned by you? Yes No

- 4. My assignment applies to (You must initial inside one applicable box below)
 - my royalties earned from all works that are in my BMI catalogue on the date of this assignment or that may be entered into in my BMI catalogue afterwards.
 - my royalties earned only from the works that are in my BMI catalogue on the date of this assignment, but not my royalties earned by works that may be entered into my catalogue afterwards.
 - my royalties earned only by the works on the attached schedule.

CERTIFICATION AND TRANSFER: I warrant and represent to BMI that, by my signature below, I am knowingly and without coercion assigning as specified above my right to receive my BMI royalties to the party named above, 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 am making the assignment with full knowledge and understanding of its consequences with respect to payment of my BMI royalties, that I have received valuable consideration for making 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.

Sign on the line above Today's Date: _____

Sworn to and subscribed before me at _____ on _____, 20

Signature of Notary Public IMPRINT NOTARY
STAMP HERE:

This assignment will not be processed if any portion is incomplete or if payment of fee is not received. BMI will update its records to pay the assignee as of the royalty distribution following completion of processing. However, due to the nature of some assignments, several royalty distributions may be made before processing is completed. Also, the limitations of BMI's systems may cause some royalties on some assigned works to be paid to the assignor, including but not limited to retroactive royalty payments and foreign royalties. Assignments are only accepted subject to those conditions and no retroactive adjustments are available.