

DACS

DACS
33 Old Bethnal Green Road
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Design and Artists Copyright Society Personal Information

*Established by artists for artists,
DACs is a not-for-profit visual
artists' rights management
organisation. dacs.org.uk*

Personal Information Form

Your contact details

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	



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Sort code	Account number	Building Society Roll no.
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Personal Information Form 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 - for further information. Visit:
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.

Personal Information Form
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 VAT number

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 out sourced 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 

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

Signed by

On behalf of

Date

Your Signature

Signed Date



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