

# SONG REGISTRATION CHECKLIST

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**NOW THAT YOU'RE SIGNED UP WITH YOUR PRO AND SONGTRUST, YOU'RE ALMOST SET TO COLLECT YOUR GLOBAL ROYALTIES. MAKE SURE YOU KEEP ALL THE BELOW IN MIND WHEN ENTERING YOUR SONGS, AND YOU'LL MAXIMIZE YOUR OPPORTUNITIES FOR COLLECTION.**

## ☐ **List all songwriters, performers, and publishers of the song**

Provide your name, collection society affiliation, IPI (Interested Party Information) number, and publisher. You'll also need to name all your co-writers, and ideally include their collection society affiliation, IPI and publisher as well. It's also best to register with the performing artist's name. And keep all your collaborators' contact info on hand, so you can easily clear up any questions or conflicts.

## ☐ **Register the correct ownership shares**

Know your song splits and register them correctly so that, as royalties come in, you and your co-writers can be paid properly. Your shares must add up to exactly 100%. Note that if different parties enter conflicting ownership shares, nobody will be paid until it's cleared up - so make sure everyone's on the same page.

## ☐ **Include key song identifiers**

You'll want to supply ISRCs (International Standard Recording Code) for all recordings of your song, ISWCs (International Standard Work Code) if you have them, as well as any alternative song titles, and - most important, your up-to-date contact information.

## **Clear any samples or any other uses of another songwriter's work**

Anytime you use someone else's intellectual property it is a "derivative work" of the original, whether this use is via a sample, incorporating an existing melody into a new song (i.e. an interpolation), or combining multiple works into a new song (i.e. a medley), or any other type of usage, you are legally required to obtain permission from the owners of the composition. (And in the case of samples, you must also obtain permission from the owners of the original recording.)

## **Understand that your collection society is not enough**

Having a PRO or CMO affiliation is vital, but many only collect performance royalties, and all of them are largely focused on their home territory and region. Make sure you're collecting all royalties - performance, mechanical, and micro-sync - around the world by working with a publishing administrator like Songtrust.