



FAQ

MEMBERS AND PARTNERS ADMINISTRATION

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

When does GEMA carry out its bank transfers?

GEMA transfers monies about four working days before the end of the month in each instance. From this point on, you will also be able to view your account movements in the GEMA online portal via our service *My Financial Details*.

How do I notify you when I change my name?

This can be done via the service *My Details* or by letter or e-mail by you or your authorised representatives. In any case we need the corresponding certificate for this purpose.

How do I notify you when I change my bank details?

Authors and their authorised representatives can easily change the bank details in the Bank Details panel within the *Master Data* section of the GEMA portal. Alternatively, a change of bank details can be made in writing. Authors are required to provide their own signature, publishers must produce the signature of their respective Managing Director, in the case of a GbR [partnership under German law], signatures of all partners must be supplied unless a partner is authorised as a sole signatory and GEMA is aware of this.

These must be communicated:

IBAN and, additionally the BIC for countries outside Germany, but within the SEPA area, and the ABA routing number for bank connections in the USA.

Alternatively, bank details can be scanned or photographed and emailed to mitgliederpartner@gema.de.

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Is it possible to register a direct debit?

No, this is currently not possible. Direct debit authorisations already notified at an earlier date will no longer be used.

How do I notify you when I change my address?

Authors and publishers can change an address change for their member account without a signature directly in the *My Adresses* panel, as well as change their communication data in the *My Contact Details* panel for themselves and their authorising parties. If there is no access to the Online Services, or alternatively, a change of address can also be made in writing by e-mail to mitgliederpartner@gema.de or by letter to the GEMA Generaldirektion, Members and Partners Administration Dept., Rosenheimer Str. 11, D-81667 Munich or by phone +49 (0)30- 21245-600. Please always inform us in writing of any change of tax residence in connection with a move to or from abroad, unless the change of address is made under *My Details* in the address panel.

https://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/mitteilung_adresse_e.pdf

Am I liable for value added tax (UST/VAT)? If so, what do I need to do?

Unfortunately, GEMA cannot offer advice regarding this topic; the tax office or tax advisors do, however, provide information with respect to tax liability matters.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

How do I change my tax details / tax liability?

You can change the tax number and/or VAT ID for yourself and for your principals in the *MY Details* panel. If you do not use the online service, we ask you to always notify us of any change in tax rates in writing and with your own signature by e-mail to mitgliederpartner@gema.de, or by letter to the GEMA Generaldirektion, Members and Partner Administration, Rosenheimer Str. 11, D-81667 Munich, Germany.

Payouts of VAT can only be made if we know your tax number and/or your UST ID number (VAT ID).

It turned out retrospectively that I am liable for VAT / no longer liable for VAT.

Are tax adjustments / credits possible?

Yes, but we need a notification from you to inform us from which point in time onwards the adjustments/credits shall be effective.

Account statements that have already been produced can, however, no longer be corrected.

The entry of the tax correction is shown on one of the subsequent account statements.

Please also always notify us in writing of any change of tax residence in connection with a move to or from abroad; either via the address panel in the *My Details* section or, if you do not use the online services, please always send us a written notification by using the above mentioned contact options.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

Can I have copies of my account statements sent automatically to third parties?

Unfortunately, this service is currently unavailable. You can print out duplicates in the online portal under *My Financial Data*, in the *My Account Statements* area. If you do not use the online portal, we will - as provided for in our service catalog - charge a fee for each additional copy of an account statement.

My assignment has already been redeemed, but is still registered at GEMA.

How do I get my credits paid out to me again?

For this purpose, we require a letter from the creditor which shows that rights are no longer claimed on the basis of the assignment.

How do I grant someone a power of attorney?

For this purpose, need the completed GEMA power of attorney which states the person to whom the power of attorney is granted by the member and the respective scope. Parties granting and receiving the power of attorney must place their legally binding signatures on the document.

https://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/formular_vollmacht_e.pdf

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IMPORTANT: Should this power of attorney also affect GEMA Online Services, please exclusively use the following online form:

Link for authors and publishers:

https://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/freischaltung_online_services_e.pdf

Link for partner companies:

https://www.gema.de/fileadmin/user_upload/Musikurheber/Informationen/Usage_application_for_partner_societies.pdf

Can you send me my correspondence in English?

Yes, we can make a note of that. However, certain letters, e.g. account statements or individual statements, can currently only be produced in German. The GEMA online portal is available to you in German and English.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

When do you pay out royalties for my played and registered works?

GEMA payments are carried out on a quarterly basis.

Exact dates can be viewed via the following link:

<https://www.gema.de/en/music-authors/membership-account/distribution-dates/>

In this case, the pay-out dates of the relevant categories apply.

Please contact the respective distribution department via the hotline +49 (0) 30-21245-600 if you have any further questions.

IMPORTANT:

Should an account be locked out for pay-outs during a distribution and only be released after the relevant pay-out date, the transfer shall be automatically made with the next pay-out run.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

Where can I get work-based distribution information regarding my pay-out?

Individual statements and usage lists can be requested from the relevant distribution departments.

These are:

- for domestic performances and broadcasts, the Distribution Division for Performing and Broadcasting Rights, based in Berlin: as-service@gema.de
- for releases of sound recordings in Germany, performances/broadcasts and releases of sound recordings abroad, the Division for Mechanical Reproduction Rights and International Income and Relations, based in Munich: vra-service@gema.de

IMPORTANT: Since 01/01/2018, individual statements and usage lists are only dispatched electronically. Members who have asked , for a fee-based postal dispatch, receive them automatically.

For copies of individual statements, a fee of € 1.00 per page, plus VAT, is charged to the membership account.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

I wish to terminate my GEMA membership – what do I have to observe?

Notice must be given in writing prior to 30 June of the current year, and include a legally binding signature. Notices can be submitted by post, as a scan via e-mail or fax to the Members and Partners Administration at the addresses/numbers mentioned above. If the said deadline is adhered to, the termination takes effect from 01 January of the following year.

A member has passed away

GEMA requires a death certificate as well as a certificate of inheritance in which the legal successors are mentioned. You can obtain further information from our Members and Partners Administration Department via e-mail at mitgliederpartner@gema.de and the phone number +49 (0)30-21245-600.

I have transferred my residence abroad. Can I remain a GEMA member and which changes will affect me?

What must be clarified here is whether only the correspondence is to be sent abroad or whether the tax domicile has also been transferred.

If only the postal address changed, you only need to send us a confirmation by the German tax office. If the tax residence changed, however, members must decide whether they wish to request an exemption or not.

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What is an exemption?

In general, members who have their tax residence abroad must pay tax on their income in Germany as well as abroad. When it comes to paying out royalties, GEMA is obliged to deduct 15% income tax as well as 5.5% solidarity tax from the income tax amount. In order to circumvent this, so-called double taxation agreements exist with some countries. Members are entitled to complete a form requesting an exemption which they submit to the Federal Tax Office in Bonn. The exemption is granted there. Upon receipt of this, pay-outs can be made without any tax deduction.

When it comes to exemptions for the US, “form 6166” needs to be submitted for the current tax year in addition to the exemption application. Members must apply and pay for them as well. Applications for the exemption are sent to our members together with our respective correspondence.

What are the processing periods for exemptions or repayments?

After submission of the application for exemption and in the case of a repayment of the deducted tax, you can expect an approximate processing time of three months at the Federal Tax Office.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

Do I have to apply for an exemption?

No. Exemption applications can be made voluntarily.

Is it possible to get a repayment of the income tax and the solidarity tax that GEMA deducted for members with tax residence abroad (without an exemption)?

Yes, once the exemption has been received, a repayment can be requested from the Federal Tax Office in Bonn. Taxes already paid can be refunded for a period of four years retrospectively.

I moved to Germany from another country. What tax changes will affect me?

In such cases, GEMA requires the confirmation of the tax office in charge.

GEMA sends the relevant form for submitting to the tax office to its members by post.

I require a schedule of my income and the VAT for the tax office.

Once entries have been made to your membership account, you will receive an account statement.

It is usually sufficient for your tax assessment, for the tax office or your tax advisor.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

What do the abbreviations on the account statement mean? Is there a translation for it into English?

GEMA currently does not provide a comprehensive translation, but a description of the abbreviations on the account statements which is also available in English can be accessed under the following link.

https://www.gema.de/fileadmin/user_upload/Musikurheber/Informationen/Kontoauszug_hinweise.pdf

When do I receive my account statement?

The account statement is dispatched from the third working day of the following month.

When and how much do you charge for the membership fee?

The membership fee of €50.00 for authors and €100.00 for publishers is debited each December for the following year. Should the membership fee exceed a year's income, we kindly ask you to transfer the difference by quoting your membership number.

On my account statement, “BK Guthaben” [credit] is shown, but the amount is followed by an “S” for Soll [debit]. Why?

In this case, the credit was transferred to the bank account we have filed for the member.

The membership account is debited by a pay-out debit (S), the credit is made to the bank account by a credit (H). It is therefore a credit balance in favour of the member.

FAQ – FREQUENTLY ASKED QUESTIONS AND ANSWERS

What does the term “Saldo-Vortrag” [balance carried forward] mean?

This is the closing balance of the previous account statement.

How do I obtain a copy of my account statements?

Duplicates can be printed within the *My Financial Details* section, in the *My Account Statements* panel. If you do not use the online service, we charge a fee according to our catalogue of services for each copy of a bank statement.

My account statement shows “Your tax ID: was not declared” or “Your UST [VAT] ID No: was not declared”. – What does that mean?

This is an automatically inserted text which is printed in such cases where a member does not have a tax ID, or has not notified us of this number yet. Should you have declared a tax number to us, it will be shown within the text.

A red tote bag is held by a person wearing a black jacket. The bag features white text in a bold, sans-serif font. The text is arranged in five lines: 'MISK', 'ST', 'MIR', 'WAS', and 'WERT'. The person's hand is visible at the bottom of the bag. The background is a blurred outdoor setting.

MISK
ST
MIR
WAS
WERT

HOW TO CONTACT US

CONTACT DETAILS

Members And Partners Administration

- ✓ Processing of membership applications
- ✓ Membership administration & payments (membership accounts, tax details & issues, bank details, assignments & distraints)
- ✓ Status changes
- ✓ Membership data (addresses & communication details)
- ✓ Names & Pseudonyms
- ✓ Powers of Attorney
- ✓ Publisher assignments, publisher administration
- ✓ Legal succession
- ✓ Members' Assembly

Rosenheimer Str. 1181667 Munich
Hotline: +49 (0)30 21245-600
e-mail: mitgliederpartner@gema.de