

HOW TO REGISTER OR UPDATE YOUR BANK DETAILS ON SACEM.FR?

sacem.fr/en

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Preliminary conditions for registering your bank details in your member account

Before you can start registering your bank details in your member account, you must:

1. Have a bank account opened in your name.

If the difference between the account holder's name and that of the beneficiary known by Sacem is the result of a change in personal data (marriage...), we encourage you to contact Sacem using <u>your secure</u> <u>messaging</u> in your member account, to proceed to the update of your usual name before starting the online registration of your bank details.

2. Have registered a valid personal address (or company's address in case you are a publisher).

3. Have registered your Social security number (if you live in France).



Preliminary conditions for registering your bank details in your member account

4. Have registered a reference mobile phone number.

If you haven't done it, you can make this registration in the **"My personal information"** service. A direct link to this service is displayed on the first screen of the **"My bank** account detail" service.





1ST ENTRY OF YOUR BANK DETAILS

From your member account



Open the side menu in your member account, then click on: > My account > My bank account detail



From your member account





Choosing the location of your bank account



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O1 YOUR BANK IS ESTABLISHED IN FRANCE



Fill in the fields as mentioned on your bank detail:

- your IBAN (International Bank Account Number, starting with 2 letters)
- the BIC/SWIFT code (8 or 11 characters, no dash, no space)
- the name of your bank.

Please note: When filling the fields:

- do not use any special characters or accents
- do not use the "copy-paste" function, enter each character manually.

My bank account details	
My member account > My bank account details > Add	
+ Add your bank account	Bank account in France 📿
IBAN	BIC Code
FR	
Account holder	Name of the bank
LAST NAME First name	
	SAVE



Fill in the "Account holder" field with **your SURNAME** and first names.

<u>Please note:</u> if the surname or first names indicated do not match those registered with Sacem, the bank details will be rejected.

My bank account details	
My member account > My bank account details > Add	
Add your bank account	Bank account in France 📿 💽
IBAN	BIC Code
FR	
Account holder	Name of the bank
LAST NAME First name	
	SAVE



Once all the fields are complete, click on > Save.

bank account details		
nember account › My bank account details › Add		
+ Add your bank account	Bai	nk account in France
IBAN	BIC Code	
FR00 0000 0000 0000 0000 0000 000	BICFR123	
Account holder	Name of the bank	
DOE John	BANQUE	
	SAVE	



You will receive a code on the mobile phone number used to log in to your member account. You must **enter this code** to finalise the procedure.

You also have the possibility to > Receive the code by email — You will then receive the code on your login email address.

To know more about how to consult or modify your login information, please read <u>this tutorial</u>.

My bank account detail My member account > My bank account detail > Add To validate the adding of your bank details Please enter the code you just received by SMS Code received No SMS received ? Receive the code by emai



A message indicates that your entry has been taken into account.





You can now visualise the bank details you have entered.

You will receive an email in the following days, confirming the validation of your bank details by Sacem.

My bank account details My member account > My bank account details Important: Reference mobile phone Your bank details 8 number In order to validate any additions or Bank name modifications to your bank details, you must BANOUE register a reference mobile phone number. Bank address Register a reference number 225 Avenue du Général de Gaulle, 92200 Neuilly-sur-Seine Country bank FRANCE Account outside France Holder You must enter a bank account opened in your DOE John name. Sacem will make the payment for your author's rights in the legal currency of the IBAN **** **** **** **** *' 00 0 country where your bank is located (subject to legal provisions and the capabilities of our **BIC/SWIFT** partners. Where this is not possible, payments BICFR123 will be in euros).



02

YOUR BANK IS ESTABLISHED OUTSIDE FRANCE



Click on the button to place it on the left as shown in the picture:

You have an account outside France : O

Then, click on > **Next**.

My bank account details
ly member account > My bank account details > Add
🕂 I add a bank account
Missing bank details. In order for your royalties to be paid, please fill in the details of the bank account opened in your name
You have an account in France*?
Next >
*(Metropolitan France, Guadeloupe, Martinique, French Guyana, Reunion, Mayotte, St Barthelemy, St Martin French part, St Pierre et Miquelon)



Select in the drop-down list the country in which your bank is established.

My bank account details

My member account > My bank account details > Add

+ Add your bank account		Bank account in France 🔵
Bank country CHOOSE COUNTRY	÷	Select the bank country



Once you have made your selection, click on > Select = the bank country.

You can still change it during the next step if you have made an error.

nember account > My bank account details > Ad	d	
Add your bank account		Bank account in France
Bank country	_	
MOROCCO	÷	Select the bank country



Fill in all the fields:

The **IBAN** (International Bank Account Number) always starts with 2 letters.

The **BIC/SWIFT code** is composed of 8 or 11 characters (no dash, no space). It must imperatively be entered.

<u>Please note:</u> When filling the fields:

- do not use any special characters or accents
- do not use the "copy-paste" function, enter each character manually.

r account > My bank account details > Add dd your bank account	
dd your bank account	
dd your bank account	
	Bank account in France
country	
¢ 02205	Select the bank country
Bank account nu	umber (if no IBAN)
WIFT	
unt holder	
NAME First name	
of the bank Bank address	
	SAVE

sacem

Fill in the "Account holder" field with your SURNAME and first names.

<u>Please note:</u> if the surname or first names indicated do not match those registered with Sacem, the bank details will be rejected.

My bank account details	
My member account > My bank account details > Add	
+ Add your bank account	Bank account in France
Bank country	
MOROCCO ÷	Select the bank country
IBAN	Bank account number (if no IBAN)
BIC/SWIFT	
Account holder	
LAST NAME First name	
Name of the bank	Bank address
	SAVE



Fill in the name of your bank.

Fill in the **address of your bank:** you must first enter it THEN select it in the drop-down list.

If the bank address is rejected, fill in only the city and country.

bank account details	
nember account > My bank account details > Add	
Add your bank account	Bank account in France
Bank country	
MOROCCO	Select the bank country
IBAN	Bank account number (if no IBAN)
MA00 0000 0000 0000 0000 0000 00	
BIC/SWIFT	
BICMA123	
Account holder	
DOE John	
Name of the bank	Bank address
Morocco Bank	morocco
	 Morocco Morocco Mall, Bd de l'Océan, Casablanca, Morocco, IN, USA Morocco - Dubai - United Arab Emirates
	Maragage Cluster, Dubai, United Arab E



Once all the fields have been filled in, click on **> Save**.

y member account > My bank account details > Add	
+ Add your bank account	Bank account in Fra
Bank country	
MOROCCO	Select the bank country
IBAN	Bank account number (if no IBAN)
MA00 0000 0000 0000 0000 0000 00	
BIC/SWIFT	
BICMA123	
Account holder	
DOE John	
Name of the bank	Bank address
Morocco Bank	Morocco Mall, Bd de l'Océan, Casablanca, Moroc
	SAVE



Your bank is established outside France B- You don't have an IBAN / Your IBAN is not accepted

If you don't have an IBAN, do not fill in the field in question. Instead, please indicate your bank account number in the "**Bank account number**" field.

This account number must only contain numbers and/or letters.

<u>Please note:</u> When filling the fields:

- do not use any special characters or accents
- do not use the "copy-paste" function, enter each character manually.

My bank ac	count details	
My member account	My bank account details > Add	
+ Add your b	ank account	Bank account in France
Bank country	\$	Select the bank country
IBAN		Bank account number (if no IBAN)
BIC/SWIFT	j#	
Account holder	st name	
Name of the bar	ık	Bank address
		SAVE



Your bank is established outside France B- You don't have an IBAN / Your IBAN is not accepted

If your bank is established in a **country using the Dollar currency** (e.g. Canada, USA, Australia...), you must also fill in the "**Routing** — **number**" field.

Му	bank account details	
My m	ember account > My bank account details > Add	
	🕂 Add your bank account	Bank account in France
	Bank country	
	UNITED STATES \$	Select the bank country
	IBAN	Bank account number (if no IBAN)
	BIC/SWIFT	Routing number
	Account holder	
	LAST NAME First name	
	Name of the bank	Bank address
		SAVE



Your bank is established outside France B- You don't have an IBAN / Your IBAN is not accepted

Once all the fields are complete, click on > Save.

ember account > My bank account details > Adc	I
Add your bank account	Bank account in France
Bank country	
UNITED STATES	Select the bank country
IBAN	Bank account number (if no IBAN)
	01234567890
BIC/SWIFT	Routing number
BICUS123	123456
Account holder	
DOE John	
Name of the bank	Bank address
USA Bank	Maryland Avenue Southwest, Washington D.C., DC, US



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My bank account details My member account > My bank account details Important: Reference mobile phone Your bank details 0 number In order to validate any additions or Bank name modifications to your bank details, you must USA Bank register a reference mobile phone number. **Bank address** Register a reference number Maryland Avenue Southwest, Washington D.C., DC, USA Country bank UNITED STATES Account outside France Holder You must enter a bank account opened in your DOE John name. Sacem will make the payment for your Account number author's rights in the legal currency of the 01234567890 country where your bank is located (subject to legal provisions and the capabilities of our **BIC/SWIFT** partners. Where this is not possible, payments BICUS123 will be in euros).



UPDATING EXISTING BANK DETAILS

Updating existing bank details



Open the side menu in your member account, then click on: > My account > My bank account

detail



Updating existing bank details



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CONTACT us

Sacem is at your service.

▶ On sacem.fr/en

In your member account: My messaging

One telephone number for all your inquieries: +33 1 47 15 47 15 (our team can call you back)

If you live in the USA, Latin America, the Middle East or Africa, dedicated teams are at your service.





