



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 [your secure messaging](#) 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).

Preliminary conditions for registering your bank details in your member account

3. 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.

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and 'YOUR ACCOUNT'. Below the header, the title 'My bank account detail' is displayed, followed by a breadcrumb trail 'My member account > My bank account detail'.

The main content area is divided into two columns. The left column contains a form titled 'Your bank details' with the following fields:

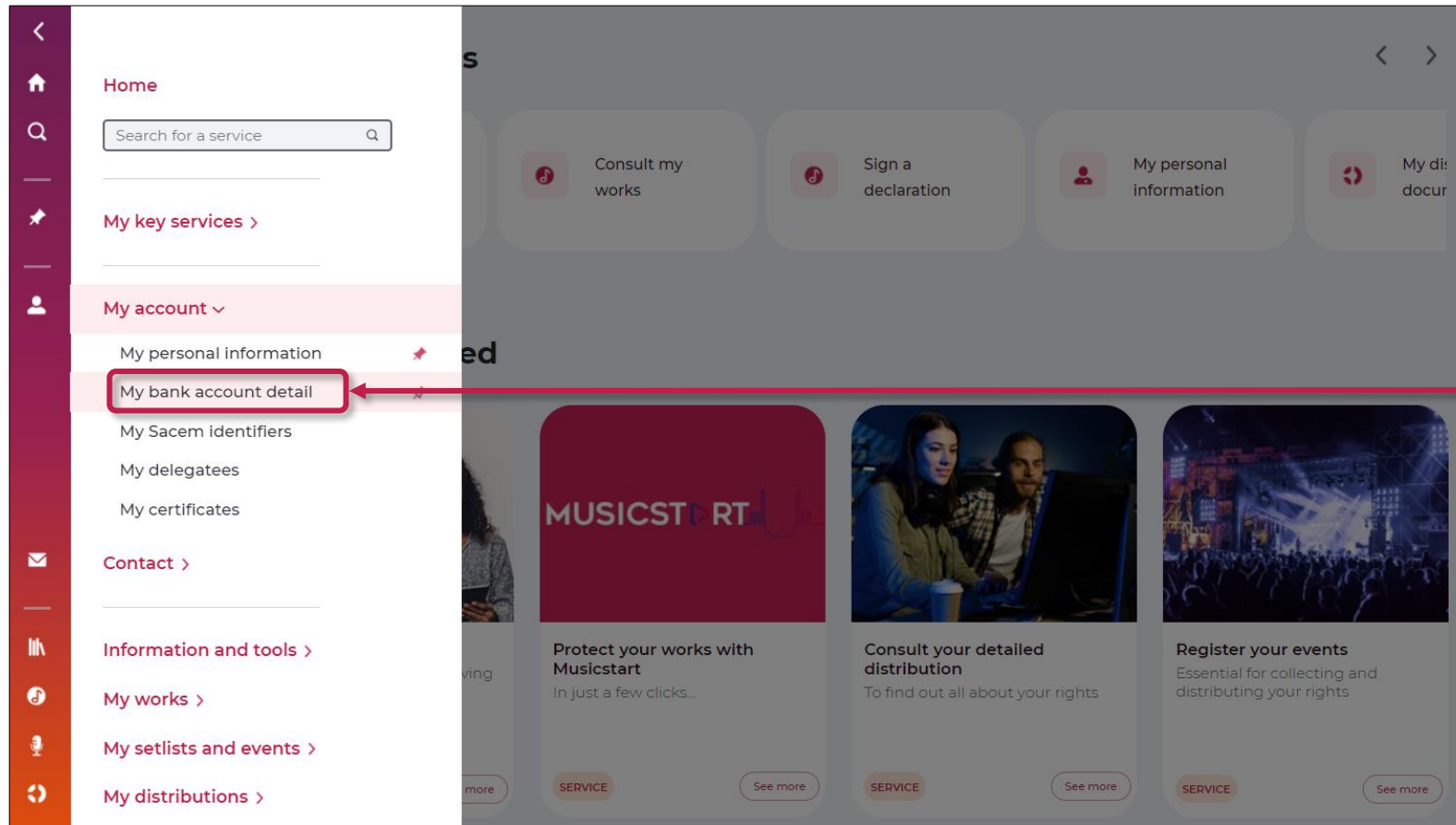
- Bank name**: versus bank
- Bank address**: 17 Cr Valmy, Île-de-France, Hauts-de-Seine
- Country bank**: CÔTE D IVOIRE
- Holder**: John Doe
- Account number**: 015031490003
- BIC/SWIFT**: VSBKCIABXXX

The right column contains two informational boxes:

- Important: Reference mobile phone number**: In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number. A button labeled 'Register a reference number' is highlighted with a red border.
- Account outside France**: You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).

**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

Then on > **Add your bank details**

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My bank account detail

My member account > My bank account detail

Missing bank account details

To allow Sacem to make the payment for your author's rights, please enter the bank details of an account opened in your name.

+ Add your bank details

i Important: Reference mobile phone number

In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.

[Register a reference number](#)

i Account outside France

Choosing the location of your bank account

This window appears:

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My bank account detail

My member account > My bank account detail > 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)

Specify if your bank account is in France or outside France.

Click on the button according to your situation:

- On the right ☒ account in France
- On the left ☐ outside France

01

**YOUR BANK IS
ESTABLISHED IN FRANCE**

Your bank is established in France

Fill in the fields with your **IBAN** (International Bank Account Number, starting with 2 letters), the **BIC/SWIFT code** and the **name of your bank** such as mentioned on your bank details.

The BIC/SWIFT code is composed of 8 or 11 characters.

Creators publishers Become a member Sacem Plus Community Documents and resources What's new? **YOUR ACCOUNT**

My bank account detail

My member account > My bank account detail > Add

+ Add your bank account Bank account in France ☒

IBAN	BIC Code
<input type="text" value="FR"/>	<input type="text"/>
Account holder	Name of the bank
<input type="text" value="LAST NAME First name"/>	<input type="text"/>

SAVE

This information is processed by SACEM (the data controller) for the use of SACEM and the banking institutions to carry out its collective management duties, pursuant to the provisions of the French Intellectual Property Code. It is kept as long as you are a Sacem's member plus any applicable period in accordance with the statutory requirements for any ongoing legal dispute. You can modify your personal information at any time from your customer area or exercise your right of access, rectification, objection, restriction of processing and erasure which you can exercise online by completing the form in the « [Privacy Policy](#) » section of [www.sacem.fr](#)

Your bank is established in France

Creators publishers | Become a member | Sacem Plus Community | Documents and resources | What's new? | **YOUR ACCOUNT**

My bank account detail

My member account > My bank account detail > Add

+ Add your bank account

Bank account in France ☒

IBAN

FR

BIC Code

Account holder

LAST NAME First name

Name of the bank

SAVE

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

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

Your bank is established in France

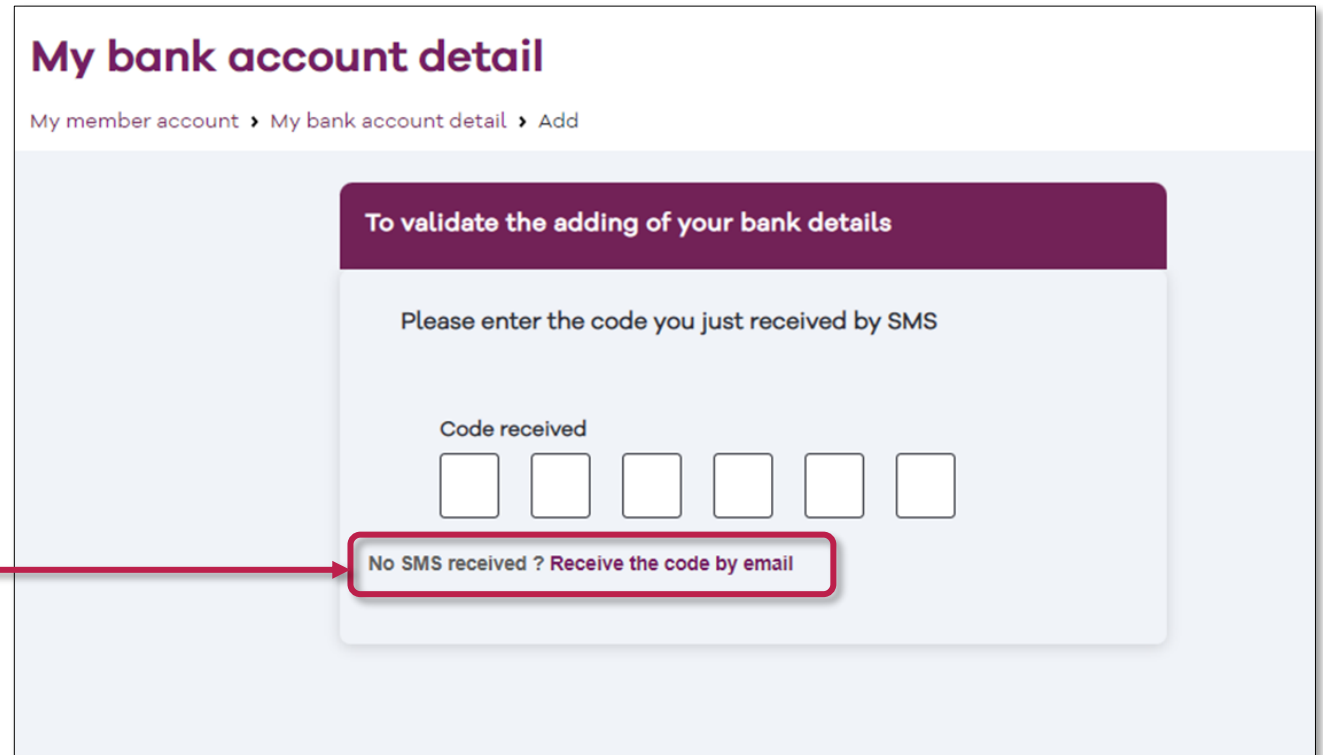
Once all the fields have been filled in, click on > **Save**

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and 'YOUR ACCOUNT'. Below the header, the page title is 'My bank account detail' with a breadcrumb trail: 'My member account > My bank account detail > Add'. The main content area is a light blue box with a purple header that says '+ Add your bank account' and a toggle switch for 'Bank account in France' which is turned on. The form contains four fields: 'IBAN' with the value 'FR00 0000 0000 0000 0000 0000 000', 'BIC Code' with the value 'BICFR001234', 'Account holder' with the value 'DOE John', and 'Name of the bank' with the value 'RAMA BANQUE'. A purple 'SAVE' button is located at the bottom right of the form.

Your bank is established in France

You will receive a code on your reference mobile phone number. You must **enter this code** to finalise the procedure.

You also have the possibility to
> **Receive your code by email**



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 email](#)

Your bank is established in France

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

My bank account detail

[My member account](#) › [My bank account detail](#) › [Add](#)

Addition complete ✓

Your bank details have been correctly saved.

Important: during the pre-distribution period, your new bank details will be considered for the payment of your rights if they are registered at least 5 working days before the distribution day.

Your bank is established in France

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.

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and a 'YOUR ACCOUNT' button. Below the header, the title 'My bank account detail' is followed by a breadcrumb 'My member account > My bank account detail'. The main content area is divided into two columns. The left column, titled 'Your bank details', contains a list of fields: 'Bank name' (RAMA BANQUE), 'Bank address' (17 Cr Valmy, Île-de-France, Hauts-de-Seine), 'Country bank' (FRANCE), 'Holder' (John Doe), 'Account number' (015031490003), and 'BIC/SWIFT' (BICFR001234). The right column contains two informational boxes. The first box, titled 'Important: Reference mobile phone number', states that a reference mobile phone number must be registered to validate additions or modifications to bank details, with a link to 'Register a reference number'. The second box, titled 'Account outside France', states that the bank account must be opened in the user's name and that payments will be in euros.

Creators publishers Become a member Sacem Plus Community Documents and resources What's new? **YOUR ACCOUNT**

My bank account detail

My member account > My bank account detail

Your bank details

Bank name
RAMA BANQUE

Bank address
17 Cr Valmy
Île-de-France
Hauts-de-Seine

Country bank
FRANCE

Holder
John Doe

Account number
015031490003

BIC/SWIFT
BICFR001234

Important: Reference mobile phone number

In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.

[Register a reference number](#)

Account outside France

You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).

02

**YOUR BANK IS
ESTABLISHED
OUTSIDE FRANCE**

Your bank is established outside France

Click on the button to place it on the left:

☐ Account outside France



Your bank is established outside France

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


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My bank account detail

My member account > My bank account detail > Add

+ Add your bank account Bank account in France ☐

Bank country

CHOOSE COUNTRY 

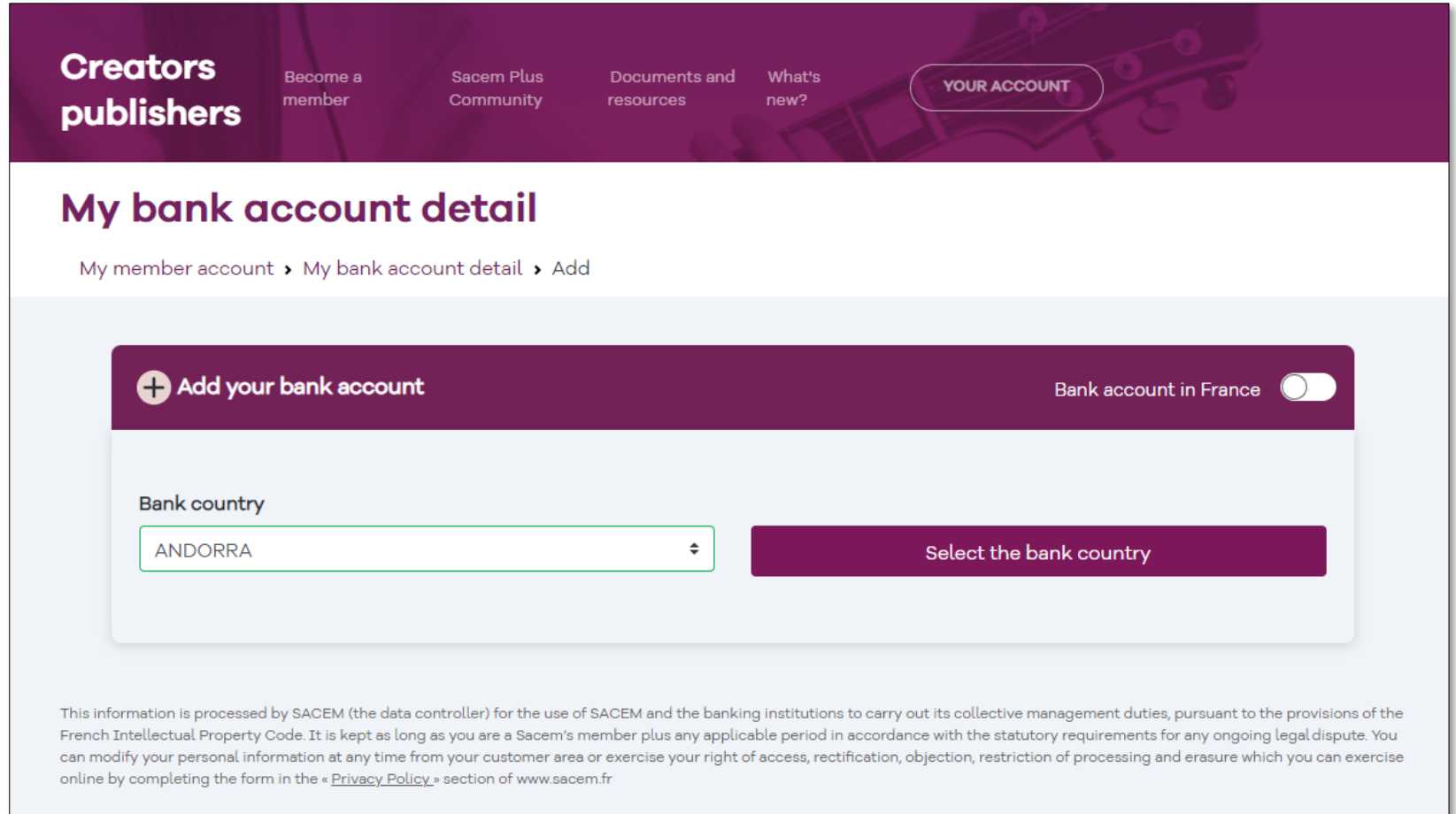
Select the bank country

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Your bank is established outside France

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.



Creators publishers Become a member Sacem Plus Community Documents and resources What's new? **YOUR ACCOUNT**

My bank account detail

My member account > My bank account detail > Add

+ Add your bank account Bank account in France ☐

Bank country

ANDORRA

Select the bank country

This information is processed by SACEM (the data controller) for the use of SACEM and the banking institutions to carry out its collective management duties, pursuant to the provisions of the French Intellectual Property Code. It is kept as long as you are a Sacem's member plus any applicable period in accordance with the statutory requirements for any ongoing legal dispute. You can modify your personal information at any time from your customer area or exercise your right of access, rectification, objection, restriction of processing and erasure which you can exercise online by completing the form in the « [Privacy Policy](#) » section of [www.sacem.fr](#)

Your bank is established outside France

A- You have an IBAN

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. It must imperatively be entered.

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a dark purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and a 'YOUR ACCOUNT' button. Below the header, the page title 'My bank account detail' is displayed, followed by a breadcrumb trail: 'My member account > My bank account detail > Add'. The main content area is a light blue box with a dark purple header that says '+ Add your bank account' and a toggle switch for 'Bank account in France'. The form contains several fields: 'Bank country' (a dropdown menu showing 'ANDORRA'), 'IBAN', 'BIC/SWIFT', 'Account holder' (a text field with a placeholder 'LAST NAME First name'), 'Name of the bank', and 'Bank address'. A 'Select the bank country' button is next to the 'Bank country' dropdown. A 'SAVE' button is at the bottom right of the form.

Your bank is established outside France

A- You have an IBAN

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

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

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and a 'YOUR ACCOUNT' button. Below the header, the title 'My bank account detail' is followed by a breadcrumb trail: 'My member account > My bank account detail > Add'. The main form area is titled '+ Add your bank account' and includes a toggle switch for 'Bank account in France'. The form contains several input fields: 'Bank country' (a dropdown menu showing 'ANDORRA'), 'IBAN', 'Account holder' (with a placeholder 'LAST NAME First name'), 'Name of the bank', 'BIC/SWIFT', and 'Bank address'. A 'Select the bank country' button is next to the 'Bank country' dropdown. A 'SAVE' button is at the bottom right of the form.

Your bank is established outside France

A- You have an IBAN

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.

Creators publishers | [Become a member](#) | [Sacem Plus Community](#) | [Documents and resources](#) | [What's new?](#) | [YOUR ACCOUNT](#)

My bank account detail

[My member account](#) > [My bank account detail](#) > [Add](#)

+ Add your bank account Bank account in France ☐

Bank country
 Select the bank country

IBAN

BIC/SWIFT

Account holder

Name of the bank

Bank address

- Carrer del Fener, 7, Andorra la Vella, Andorra
- Carrer del Fener, 7, Les Escaldes, Andorra
- Avinguda del Fener, 7, Les Escaldes, Andorra

Your bank is established outside France

A- You have an IBAN

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

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a dark purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and a 'YOUR ACCOUNT' button. Below the header, the page title 'My bank account detail' is followed by a breadcrumb trail: 'My member account > My bank account detail > Add'. The main content area is a light blue box containing a form titled '+ Add your bank account'. At the top right of the form is a toggle switch for 'Bank account in France'. The form fields are: 'Bank country' (dropdown menu showing 'ANDORRA'), 'IBAN' (text field with 'AD00 0000 0000 0000 0000 0000'), 'BIC/SWIFT' (text field with 'BICADI234'), 'Account holder' (text field with 'DOE John'), 'Name of the bank' (text field with 'ANDORRABANK'), and 'Bank address' (text field with 'Carrer del Fener, 7, Andorra la Vella, Andorra'). A 'Select the bank country' button is next to the 'Bank country' dropdown. A 'SAVE' button is at the bottom right of the form.

Your bank is established outside France

A- 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.

Please note: this account number must only contain numbers and/or letters, excluding any other character (dash, slash, backslash, etc.) or space.

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Documents and resources

What's new?

YOUR ACCOUNT

My bank account detail

My member account > My bank account detail > Add

+ Add your bank account

Bank account in France ☐

Bank country

IVORY COAST

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

Your bank is established outside France

A- 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.

Creators publishers

Become a member Sacem Plus Community Documents and resources What's new? YOUR ACCOUNT

My bank account detail

My member account > My bank account detail > Add

+ Add your bank account Bank account in France ☐

Bank country
UNITED STATES

IBAN

Bank account number (if no IBAN)

BIC/SWIFT

Routing number

Account holder
LAST NAME First name

Name of the bank

Bank address

Your bank is established outside France

A- You don't have an IBAN / Your IBAN is not accepted

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

The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and 'YOUR ACCOUNT'. Below the header, the title 'My bank account detail' is displayed, followed by a breadcrumb trail: 'My member account > My bank account detail > Add'. The main content area is a light blue box with a purple header that says '+ Add your bank account' and a toggle switch for 'Bank account in France'. The form contains several input fields: 'Bank country' (dropdown menu showing 'UNITED STATES'), 'IBAN' (empty text field), 'BIC/SWIFT' (text field with 'BICUSA123'), 'Account holder' (text field with 'DOE John'), 'Name of the bank' (text field with 'USABANK'), 'Bank account number (if no IBAN)' (text field with '012345678910'), 'Routing number' (text field with '123456'), and 'Bank address' (text field with 'West 125th Street, New York, NY, USA'). A purple button labeled 'Select the bank country' is next to the 'Bank country' dropdown. A purple button labeled 'SAVE' is at the bottom right of the form.

Your bank is established outside France

You will receive a code on your reference mobile phone number.
You must **enter this code** to finalise the procedure.

You also have the possibility to
> **Receive the code by email**

My bank account detail

[My member account](#) > [My bank account detail](#) > [Add](#)

To validate the adding of your bank details

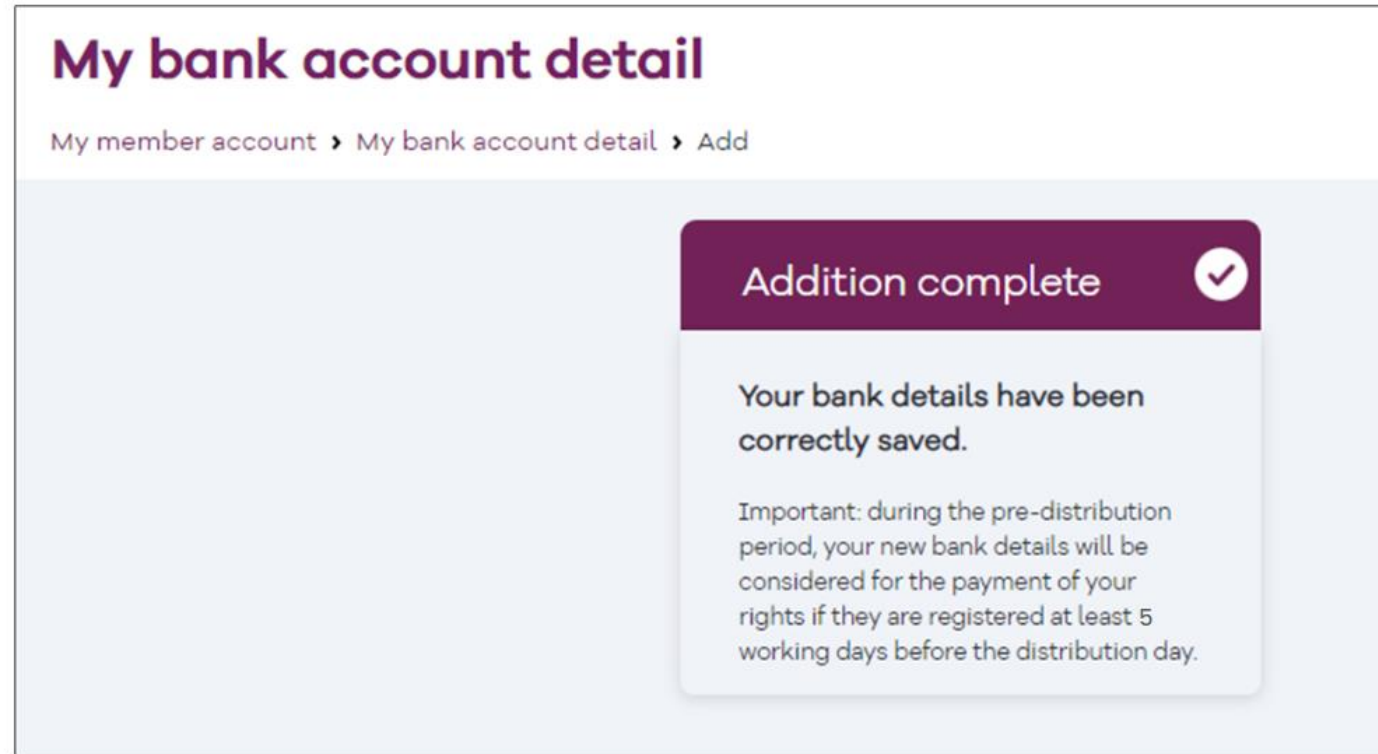
Please enter the code you just received by SMS

Code received

[No SMS received ? Receive the code by email](#)

Your bank is established outside France

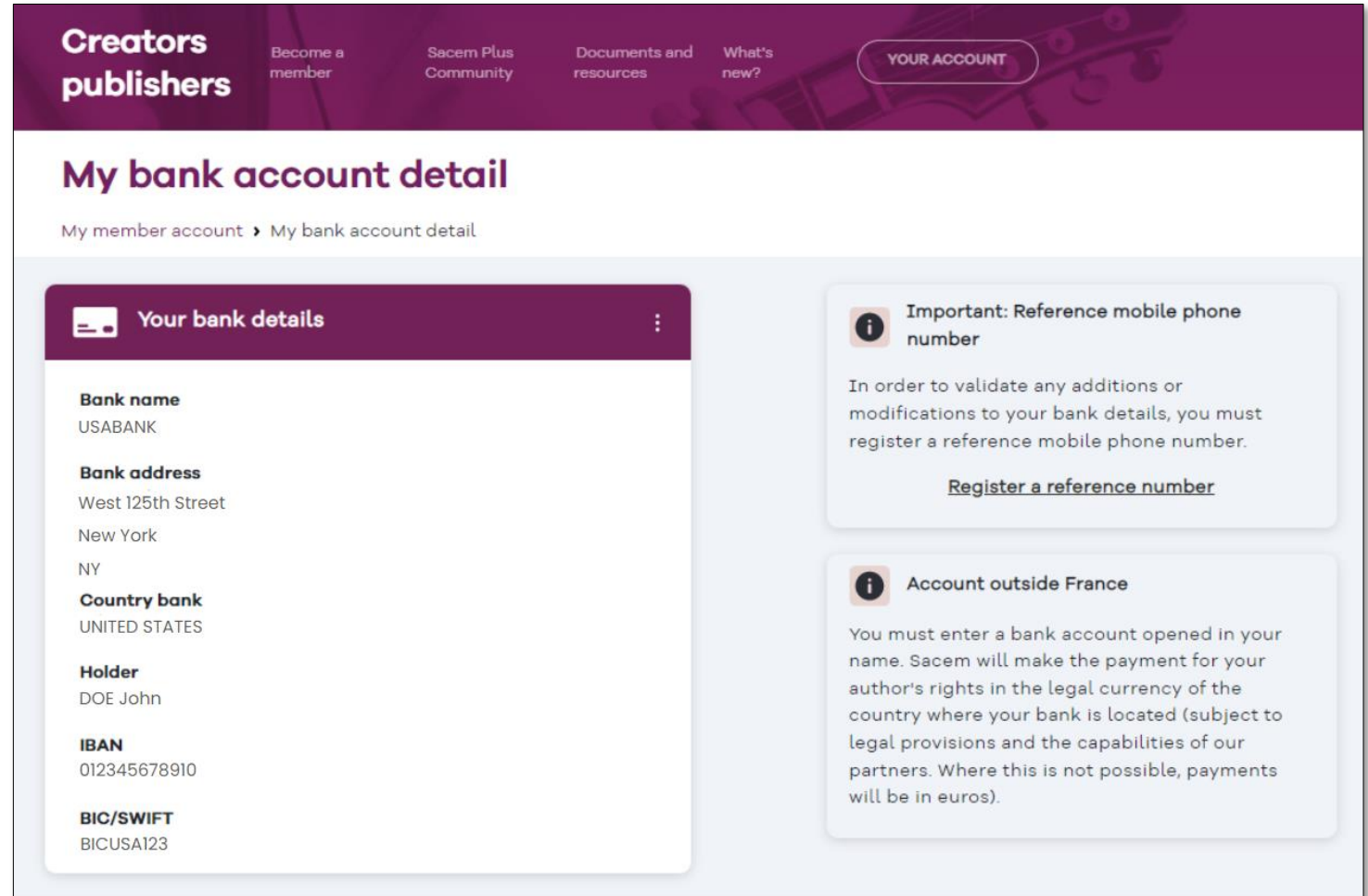
A message indicates that your entry has been taken into account.



Your bank is established outside France

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.



The screenshot shows the 'My bank account detail' page on the Sacem website. The page has a purple header with navigation links: 'Creators publishers', 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and a 'YOUR ACCOUNT' button. The main title is 'My bank account detail' with a breadcrumb 'My member account > My bank account detail'. A purple box titled 'Your bank details' contains the following information:

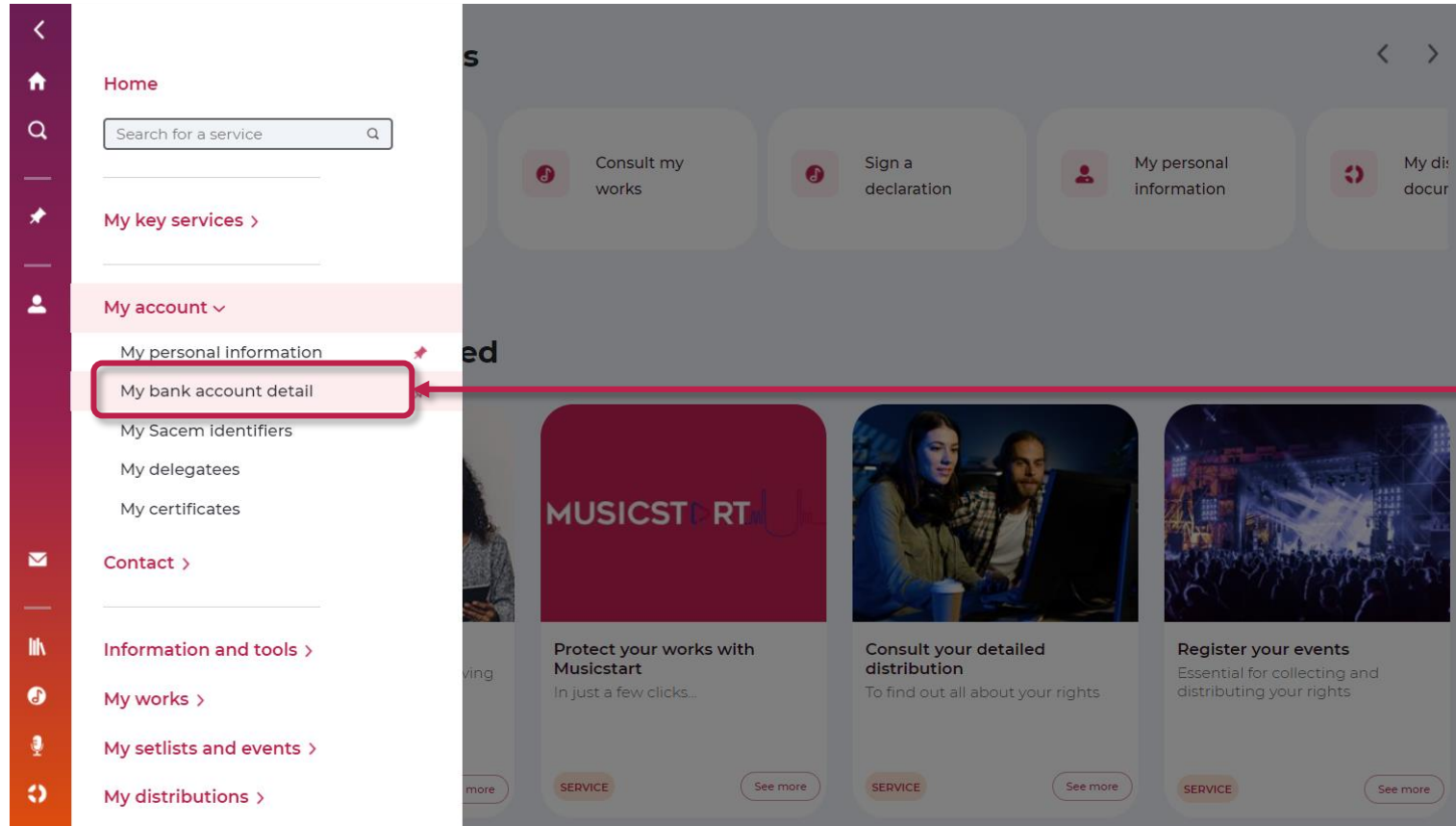
Bank name	USABANK
Bank address	West 125th Street New York NY
Country bank	UNITED STATES
Holder	DOE John
IBAN	012345678910
BIC/SWIFT	BICUSA123

Two informational boxes are on the right:

- Important: Reference mobile phone number**
In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.
[Register a reference number](#)
- Account outside France**
You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).

UPDATING EXISTING BANK DETAILS

Updating existing bank details



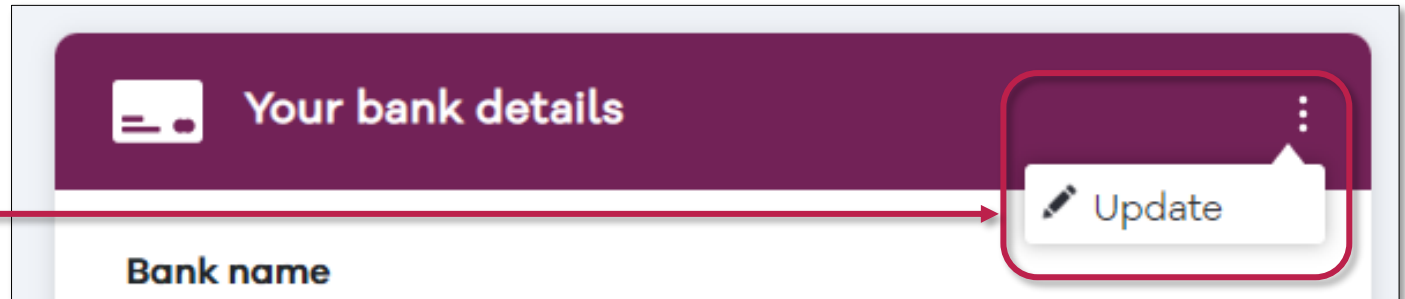
Open the side menu in your member account, then click on:

> My account

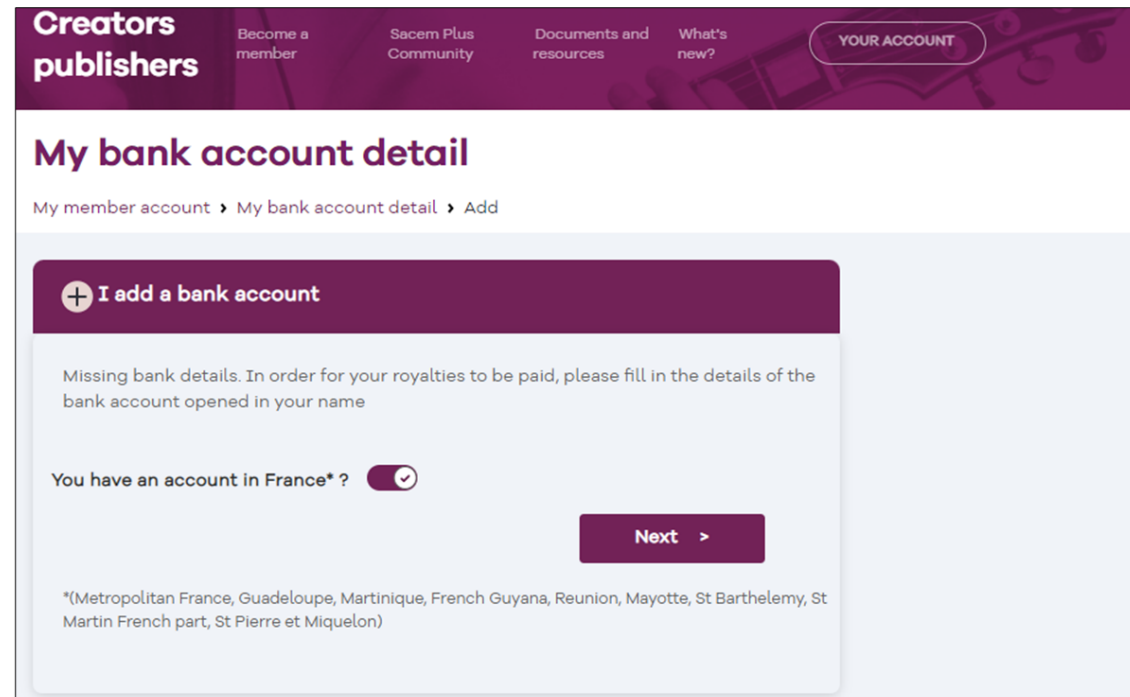
> My bank account detail

Updating existing bank details

Then on the 3 dots > **Update**



Then enter your new bank details as described in the previous steps (from page 7).

A screenshot of the 'My bank account detail' form in the Sacem interface. The header is dark purple with the text 'Creators publishers' and several navigation links: 'Become a member', 'Sacem Plus Community', 'Documents and resources', 'What's new?', and 'YOUR ACCOUNT'. Below the header, the title 'My bank account detail' is displayed. Underneath the title is a breadcrumb trail: 'My member account > My bank account detail > Add'. The main content area has a dark purple header with a white plus icon and the text 'I add a bank account'. Below this, there is a message: 'Missing bank details. In order for your royalties to be paid, please fill in the details of the bank account opened in your name'. There is a toggle switch for 'You have an account in France*' which is currently turned on. Below the toggle is a 'Next >' button. At the bottom, there is a footnote: '* (Metropolitan France, Guadeloupe, Martinique, French Guyana, Reunion, Mayotte, St Barthelemy, St Martin French part, St Pierre et Miquelon)'.

CONTACT us

Sacem is at your service.

- ▶ **On sacem.fr/en:** contact us
- ▶ **In your member account:** My messaging
- ▶ **One telephone number for all your inquiries:**
+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.

sacem

Together  let's make music happen

