

Making Music – PRS for Music royalty fee collection scheme

Paying your PRS fees through Making Music is really easy. You pay for concerts retrospectively at the end of each year as part of your membership renewal. This year you will be paying PRS fees for concerts between 1 November 2016 and 31 October 2017.

Even if you don't have to pay any PRS fees to us (perhaps because you have already paid through your venue or you didn't perform any works in copyright) you will still need to declare this as part of your renewal.

To help make sure you have done everything you need to do we have provided a simple checklist below.

Online renewal

1. Calculate PRS fees using the calculator in the online renewal form. If you are renewing before 12 December 2017 a 5% discount will be automatically applied to your PRS fee.
2. Complete the online renewal form and make one payment
3. Programme submission:
 - Use our [new online form](#) to submit details of your concert programme(s).
 - Complete and attach a PRS declaration slip to the programme for each concert that fees are due (if you don't have a copy of the programme, a written set list will do). You can [download a declaration slip here](#). Send programmes and slips to us.

If you do not owe any PRS: tick the declaration box in the online form – you do not need to send programmes or slips.

Postal renewal

1. Calculate fees using the payment table on the reverse of the paper renewal form.
2. Calculate the 5% discount on your PRS fees if payment is being made before 12 December 2017.
3. Complete the paper renewal form and make one payment.
4. Programme submission – either:
 - Use our new online form to submit details of your concert programme.
 - Complete and attach a PRS declaration slip to the programme for each concert that fees are due (if you don't have a copy of the programme, a written set list will do).
5. Send your completed renewal form and payment to us – remember to include your programmes and slips if you are not using the online form.

If you do not owe any PRS fees: if renewing by post: complete the declaration (Part B) on the reverse of the renewal form – you do not need to send programmes and slips.

Not renewing membership?

You can still make a PRS payment to us. You must do this using a paper form by following the instructions above. If you do not have a copy of the paper form you can download one on [here](#).

PRS Checklist

If you are paying PRS fees through us you can use the simple checklist below to make sure you have done everything you need to do.

Remember: if you are **not** paying PRS through us you still need to declare that you have nothing to pay – this can be done on the paper or online renewal form.

Paying PRS? – Have you:

Calculated fees

Applied 5% discount (**only if paying before 12 December**)

Paid fees as part of your renewal

Either:

Completed [the online programme submission form](#)

Or

Completed a [declaration slip](#) for each concert you owe money for and posted your programmes and declaration slips to Making Music

Nothing to pay?

Sign the declaration on the paper form or tick the declaration box online

Useful Links

- Download declaration slips at www.makingmusic.org.uk/prs/dec
- Submit programme details online at www.makingmusic.org.uk/prs/prog

If you want to find out more about PRS fees and how to pay them, go to www.makingmusic.org.uk/renewals