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**Making Music – PRS for Music royalty fee collection scheme**

Paying your PRS fees via 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 2017** and **31 October 2018**.

Even if you don’t have to pay any PRS fees via 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**

**If you owe royalty fees via Making Music:**

1. Calculate PRS fees using the calculator in the online renewal form. If you are renewing before 12 December 2018 a 5% discount will be automatically applied to your PRS fee.
2. Complete the online renewal form and make one payment
3. Programme submission - **either**:
	* Use our [online form](https://www.makingmusic.org.uk/resource/submit-your-concert-programme-details) to submit details of your concert programme(s).
	* Send programmes to us with the audience number written on (please note: PRS declaration slips are no longer required).

**If you do not owe royalty fees via Making Music:**

1. Tick the declaration box in the online form – you do not need to send programmes.

**Postal renewal**

**If you owe royalty fees via Making Music:**

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 made before 12 December 2018.
3. Complete the paper renewal form and make one payment.
4. Programme submission – **either**:
	* Use [online form](https://www.makingmusic.org.uk/resource/submit-your-concert-programme-details) to submit details of your concert programme(s).
	* Send programmes to us with the audience number written on (please note: PRS declaration slips are no longer required).
5. Send your completed renewal form and payment to us – remember to include your programmes if you are not using the online form.

**If you do not owe royalty fees via Making Music:**

1. Complete the declaration (Part B) on the reverse of the renewal from – you do not need to send programmes.

**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 here](https://www.makingmusic.org.uk/membership-and-insurance/renewals).

**PRS Declarations**

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.

**PRS Checklist**

**Nothing to pay?**

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

**Paying PRS? – have you:**

Calculated fees

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

(discount on PRS fees only, not membership fee or insurance)

Paid fees as part of your renewal

**Either**

Completed the online programme submission form, found
at [www.makingmusic.org.uk/prs/prog](http://www.makingmusic.org.uk/prs/prog)

**or**

Sent the programme for each concert you owe PRS fees for

to Making Music with the audience number written on.

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