In order to safeguard the risk of any fraudulent activity on your account, UMPG operates a stringent control and validation process when establishing new and changing existing bank details. This process will require the completion of our ACH Authorization form and adherence to UMPG’s proof of identity requirements:

• As an individual client, an agent or other such body acting on behalf of an individual client, the following are mandatory requirements:

* copy of signature photo ID (e.g. passport or driving license)
* copy of voided check (Name and address on check must match ID and ACH form)
* copy of bank statement (Must include; name, address, bank logo, routing number and account number. Transactions and balances can be redacted)
* Screenshot of your online banking website (Must include; entire URL {web address}, account name, bank routing number, account number)
* copy of utility bill, current lease or mortgage bill (If proof of address not available via bank statement. Transactions and balances can be redacted)
* letter of direction, signed and dated, from client (If acting on behalf)
* IRS form W-9 (must be current IRS version)

• If payments will be made via a company (service or otherwise):

* copy of signature photo ID (e.g. passport or driving license)
* copy of the company registration form
* copy of the company bank statement
* Screenshot of your online banking website (Must include; entire URL {web address}, account name, bank routing number, account number)
* copy of utility bill, current lease or mortgage bill (If proof of address not available via bank statement. Transactions and balances can be redacted)
* letter of direction, signed and dated, from client (If acting on behalf)
* IRS form W-9 (must be current IRS version)

For foreign individuals or companies, the current IRS version of form W-8BEN or W-8BEN-E must be completed instead of a W-9, in addition to the requirements outlined above.

Additional requirements must be met when a sale has occurred or for estate inheritance to transfer ownership from the original owner. Please email us to inquire.

Due to the mandatory fraud prevention audit and approval process that must be undertaken, the timing of your request may impact our ability to implement the new payment instructions in time for the next regular payment distribution.

We take your account security very seriously and as such, we now include a compulsory call-back measure to validate any banking updates to accounts where we already have existing details on our payment platform. If you have any concerns over this process, please contact us at [umpg.royalty@umusic.com](mailto:umpg.royalty@umusic.com)

For the avoidance of doubt no physical or check payments are made by UMPG.