

Canadian Comedian's
Guide to
SoundExchange's
International Direct
Deposit Form

(IACH- Form-CAN)

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Part 1: Getting Started

Why bother?

Before this service was offered, if you were owed royalties by SoundExchange you would be mailed a physical cheque once a quarter (every 3 months). This involved you having to wait for the cheque to arrive by mail and for you to deposit the cheque at an ATM or teller. The money may have then been put on hold by your bank (i.e. can't spend it) for some time while they verified it with the US bank.

Filling out and submitting this form will allow you to receive SoundExchange royalty payments as direct deposits to your Canadian chequing account.

Benefits of this include:

- Royalty payments will be made monthly (rather than every 3 months)
- Deposits will still be paid in US Dollars but deposited in Canadian dollars (so you still benefit from the exchange rate)
- Reduces the time funds are on hold, so you have access to the money right away (though check with your specific bank)

The goal of this document is to make it as easy for you to fill out this form as possible.

Before you Start:

1. Register with SoundExchange
2. Have a chequing account with a Canadian bank. Savings accounts will not work. Unfortunately, Tangerine Chequing does not work with international direct deposit. Other online banks may have the same problem.

Part 2: Get the Form

1. Go to <https://www.soundexchange.com/artist-copyright-owner/registration-membership/>
2. Click on "International Direct Deposit – Canada". This will open the appropriate form titled "IACH-Form-CAN"

If you are an artist or copyright holder, register online now to receive royalty payments that may be due to you.

Registering is free, easy and fast.

[REGISTER ONLINE](#)

You may also register by mail, fax or email by downloading and submitting the completed registration forms to our mailing address or by email to accounts@SoundExchange.com If you have questions, please call us at **1-800-961-2091**.

Download the registration forms below:

- ◉ [Register Yourself](#)
- ◉ [Register Someone Else](#)
- ◉ [Repertoire Submission Form](#)
- ◉ [Letter Of Direction Packet](#)
- ◉ [Guide to Letter of Direction](#)
- ◉ [Direct Deposit Form](#)
- ◉ [International Direct Deposit – Canada](#)
- ◉ [International Direct Deposit – UK \(GBP\)](#)
- ◉ [International Direct Deposit – Euro](#)
- ◉ [Change of Address US](#)

Part 3: Fill out form

Fields outlined in red have further explanation below.

All fields are required

SoundExchange Payee Name:		SoundExchange Payee ID #:	
Bank Name:			
Name on Checking Account (must match SX Payee Name):			
Account Number (Max – 17 digits):			
Bank Swift Code:		Bank ID (Institution # + Transit #):	
Bank Street Address:			
Bank City:		Bank Country:	
Currency: Canadian Dollar - CAD	Bank Province:	Bank Postal / Zip Code:	

SoundExchange Payee ID:

Log in to [SoundExchange Direct](#) and click on Registrant Name (probably you). The Registrant ID will be displayed beside your name.

The screenshot shows the SoundExchange Direct website interface. At the top, there is a navigation menu with links for HOME, SETTINGS, MY CATALOG, LETTER OF DIRECTION, CONTACT, and FAQ. Below the menu, a message states: "Here's the latest on the (1) SoundExchange registrants currently active in your profile:". Underneath this message, there is a button labeled "Download Feb 2019" with a download icon. Below the button, there is a table with two columns: "Registrant" and "Last Payment (\$)". The table contains one entry: "Craig Fay" (with an orange arrow pointing to the name), "Active", and "Feb 2019". To the right of the "Craig Fay" entry is a link labeled "Edit Info".



Account Number

This is the account number of YOUR chequing account. Just in case you were thinking of some other account.

Bank Swift Code

This is a code used by banks to facilitate international wire transfers. SoundExchange needs this information to know what bank to send it to. This is different from institution / routing numbers you may have used to set up direct deposit with a job.

They can generally be found by Googling your bank name + swift code but I have compiled them here for your convenience.

TD: TDOMCATTOR

As per [TD Website](#)

BMO: BOFMCAM2

As per [BMO Website](#)

CIBC: CIBCCATT

As per [CIBC Website](#)

RBC: ROYCCAT2

As per [RBC Website](#)

Scotia Bank: Every Scotiabank branch has a unique SWIFT code. To make sure that you're using the correct SWIFT for your needs, call or visit your [Scotiabank home branch](#).

Tangerine: Does not have SWIFT code. International direct deposit is not possible.

Bank ID (Institution # + Transit Number #)

This information is what you normally provide to an employer who is setting up direct deposit when you give them a void cheque. It should be available on online banking under account info. It can also be read off cheques if you have them.

Here they want the Institution Number and the Transit Number combined in order shown (Institution # + Transit #) which is different than how it appears on the cheque. See below for a sample cheque, typical of Canadian banks.

The image shows a sample Canadian cheque from TD Canada Trust. The cheque is light blue with a watermark of a maple leaf. It includes fields for NAME, ADDRESS, CITY, PROVINCE, POSTAL CODE, DATE, PAY TO THE ORDER OF, and an amount of \$100.00. The bank's name and address are printed: TD Canada Trust, 220 DUNDAS ST., LONDON, ONTARIO N6A 4S4. A MEMO line is at the bottom. The MICR line at the bottom is: **⑈004⑈ ⑆12345⑈004⑆ ⑆1234⑈ ⑆234567⑈**. A diagram below the MICR line identifies the parts: "Cheque number" points to 004; "* Transit (Branch) number" points to 12345; "Financial Institution number" points to 004; "Designation number" points to 1234; and "Account number" points to 234567.

Part 4: Complete

Sign and date the form and email it to the address on the form accounts@soundexchange.com

Congratulations, you're done!