

## Reporting on a Payment – What should be sent to FMSMF?

### Q: What documentation should I provide with my residual payment?

A: All payments should be accompanied by a residual report which will include the following (see **Ex. 1**):

- Name of Production Company
- Distributor's Name (if applicable)
- Check Number and Check Date
- Title and Release Year
- Production Number (if available)
- Season and Episode number, if reporting on a Television series
- Period covered by the payment
- Breakdown of receipts by secondary market

### Ex. 1:

Name of Production Company:	Producer XYZ										
Distributor's Name:	Distributor ABC										
Check No.:	1234567										
Check Date:	1/15/2024										
	<b>Period Start:</b>	<b>Period End:</b>									
Reporting Period:	10/1/2023	12/31/2023									
<b>Secondary Market Breakdown</b>											
<b>Title</b>	<b>Release Year</b>	<b>Production #</b>	<b>Season</b>	<b>Episode #</b>	<b>Free TV</b>	<b>Pay TV</b>	<b>DVD/Cassette</b>	<b>Subscription</b>	<b>Service</b>	<b>Total</b>	
Movie ABC	2023	M1234	-	-	\$ 100.00	\$ 50.00	\$ 40.00	\$ 400.00	\$ 590.00		
Movie DEF	2021	M2345	-	-	\$ 50.00	\$ 20.00	-	\$ 300.00	\$ 370.00		
TV Series XYZ SEASON 1	2022	S1234-101	1	1	\$ 15.00	\$ 5.00	\$ 35.00	\$ 170.00	\$ 225.00		
TV Series XYZ SEASON 1	2022	S1234-102	1	2	\$ 15.00	\$ 5.00	\$ 35.00	\$ 170.00	\$ 225.00		
TV Series XYZ SEASON 1	2022	S1234-103	1	3	\$ 15.00	\$ 5.00	\$ 35.00	\$ 170.00	\$ 225.00		
TV Series XYZ SEASON 2	2023	S1234-201	2	1	\$ 40.00	\$ 10.00	\$ 50.00	\$ 220.00	\$ 320.00		
TV Series XYZ SEASON 2	2023	S1234-202	2	2	\$ 40.00	\$ 10.00	\$ 50.00	\$ 220.00	\$ 320.00		
TV Series XYZ SEASON 2	2023	S1234-203	2	3	\$ 40.00	\$ 10.00	\$ 50.00	\$ 220.00	\$ 320.00		
										<b>\$ 2,595.00</b>	<b>Total Payment</b>

### Q: When should I remit my payment and reporting documentation?

A: You must submit your payment with an accompanying report 60 days after each calendar quarter for which receipts were earned (see **Ex. 2**).

### Ex. 2:

Calendar Quarter End	Send Payment & Report By
3/31	5/30
6/30	8/29
9/30	11/29
12/31	3/1

**Q: How do I remit my payment and reporting documentation?**

A: Please make all contributions payable to the *Film Musicians Secondary Markets Fund*.

To send payment and reporting by mail or overnight delivery:

Film Musicians Secondary Markets Fund  
15910 Ventura Blvd, 9<sup>th</sup> Floor  
Encino, CA 91436

To send payment electronically:

Please contact the Industry Relations Department at [Producerresources@fmsmf.org](mailto:Producerresources@fmsmf.org)

If submitting payment electronically, email the supporting report in an Excel spreadsheet or CSV file to [contributions@fmsmf.org](mailto:contributions@fmsmf.org)