



The Harry Fox Agency, Inc., 601 West 26<sup>th</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001

**MECHANICAL ROYALTY REPORTING FORM**

The following is a statement of mechanical royalties due for recordings made and distributed by the company named on this form on the musical compositions indicated owned by music publishers for whom HFA acts as an Agent. Per the license issued by HFA, mechanical royalties are due within 45 days after the close of each calendar quarter (see reverse for further explanation).

**Reporting Period:** \_\_\_\_\_  
(indicate period of time report covers – month/year to month/year)

HFA Account Number: M \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

HFA License Number	HFA Song Number	Licensee Catalog Number	Recording Title	Title of Composition	Publisher(s)	Publisher Split %	Quantity	Royalty Rate*	Amount Due
Make checks payable to "The Harry Fox Agency, Inc."								<b>TOTAL DUE:</b>	

\* As of January 1, 2006, the statutory royalty rate is 9.1¢ for recordings five minutes or less, or 1.75¢ per minute of playing time for songs over five minutes, rounded up to the nearest minute.

**To the best of our knowledge, the above statement of royalties for the period indicated are true and correct.**

\_\_\_\_\_  
**Signature of an Officer of the Company**

\_\_\_\_\_  
**Printed Name of the Officer of the Company**

Return to: The Harry Fox Agency, Inc.; Attn: Collections; 601 West 26<sup>th</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001



## **Instructions for Completing the Mechanical Royalty Reporting Form**

When you sign a mechanical license for compositions represented by HFA, you are agreeing to pay mechanical royalties to HFA for the use of these songs on an ongoing quarterly basis. (The one exception would be for a Limited Quantity License for 2,500 copies or less, for which payment is received up front prior to the license being issued by HFA).

**Royalties are due within 45 days after the close of each calendar quarter. If payments are not received by the due date, you will incur an interest charge of 1.5% per month, and your company may be subject to further legal action.**

First Quarter ends March 31 → Royalties must be received before: **May 15**

Second Quarter ends June 30 → Royalties must be received before: **August 15**

Third Quarter ends September 30 → Royalties must be received before: **November 15**

Fourth Quarter ends December 31 → Royalties must be received before: **February 15**

To complete the form:

1. Complete the information on the right side of the form. Fill in your HFA Account number (which begins with an “M”), company name, address, phone and email.
2. Indicate the Reporting Period on the top left, with starting and ending month and year. (For example, January 2004-March 2004)
3. For each licensed song, indicate:
  - HFA License Number – This is on your license and is unique to that recording.
  - HFA Song Number – This is also on your license, and is unique to that song.
  - Licensee Catalog Number – The catalog number you have assigned to this recording.
  - Recording Title – The name of the recording that the composition is included on.
  - Title of Composition – Song title.
  - Publisher(s) – List all publishers that are represented by HFA associated with the composition.
  - Publisher Split % – Indicate the percentage of the song held by the particular publisher.
  - Quantity – The number of recordings that you produced during the Reporting Period.
  - Royalty Rate – As of January 1, 2006, the statutory royalty rate is 9.1¢ for recordings five minutes or less, or 1.75¢ per minute of playing time, rounded up to the nearest minute:
    - 5:01 to 6:00 minutes = 6 x 1.75¢ = 10.5¢
    - 6:01 to 7:00 minutes = 7 x 1.75¢ = 12.25¢
    - 7:01 to 8:00 minutes = 8 x 1.75¢ = 14¢
  - Amount Due – Multiply Quantity by Royalty Rate
  - Total Due – Total the Amounts Due. Make check payable to The Harry Fox Agency, Inc.
  - Signature of an Officer of the Company – Signature of someone authorized by the company.
  - Name of the Officer of the Company – Print the name of the person that signed the Report.

Return to: The Harry Fox Agency, Inc.  
Attn: Collections  
601 West 26<sup>th</sup> Street  
5<sup>th</sup> Floor  
New York, NY 10001

*If you have questions, contact  
HFA Publisher Services at 212-834-0100 or  
email [publisherservices@harryfox.com](mailto:publisherservices@harryfox.com)*