



BILD-KUNST

Fact Sheet REPORTING FORM FEES

The reporting form „fees“ serves to identify your claims arising from the usage of your works of photography, illustration, caricature, cartoon images/comics, logos, infographics and design

- in German newspapers and magazines,
- on German television,
- on websites with reference to Germany.

To determine your claims for works in books, please refer to the separate reporting form and fact sheet on the reporting books.

This affects the distribution lines „private copy royalties for analogue sources image“, „private copy royalties for digital sources image“ and „cable retransmission image“.

Bild-Kunst automatically assigns your fees to these distribution lines. Thus, it does not matter, which usage rights you granted your client, but only, the fact that you have granted usage rights for the above use.

Reporting Option

Only members of the professional group II of Bild-Kunst can report fees. Reporting is not possible for members of the professional group I as they have other reporting options.

Reporting Deadlines

The closing date for the usage year is always **30th June** of the following year.

Reporting Procedure

You can submit your claim via the electronic registration portal or in writing through the forms provided by VG Bild-Kunst. These forms can be submitted by mail, by fax or sent as a scanned version by email.

Reporting System

There is one distribution/payout respectively for the following distribution lines:

- Creation Class „photography“
- Creation Class „other visual works“

You can only participate in a distribution line if you created appropriate works. The following applies to each distribution line: If you report relevant fees, you cannot report single frames in the same creation class (see the respective fact sheet on the reporting procedure for single frames). You cannot claim both. Should you claim fees and single frames in one distribution line, we will only account for the reporting of fees.

Important note:

- a) If you claim for fees in any client category, you can no longer claim for single frames for web pages.
- b) If you claim for fees in a client category of media companies and/or agencies, you can no longer claim for single frames for newspapers and magazines.
- c) If you claim for fees in the client category „broadcasting“, you can no longer claim for single frames on television.

Author Details and Signature

You must always enter your **author number** and your **surname** in the category „author details“. You must personally sign the form at the bottom.

Creation Classes

For distribution in the creation class „photography“ (left column on the form), you can only claim fees for the following creation classes.

For distribution in the creation class „other visual works“ (right column on the form), you can only claim fees for the following creation classes:

- Illustrations
- Caricatures and cartoon images/comics
- Print design and web design
- Logos
- Infographics

If you received mixed fees for photographs and other creation classes, you must split the relevant fee.

Comment: Web designers create and maintain websites on the Internet. The web designer is primarily responsible for design, structure and guiding the user through the site, i.e. the design of the interface and the implementation of the corporate design. Each website only has one responsible web designer who is named in the imprint. The naming in the imprint is considered a proof of authorship.

Fees

To determine your claims for a usage year, you are required to indicate the **net sum** of the fee that you obtained for your image licenses. Please subtract VAT.

If you have indicated **usage fees** (licenses/usage fee/copyright royalties) separately, you can invoice these. If you have invoiced a flat-rate fee, the share of the usage fees thereof must be at least 50%, so that the total fee will be assessed. In other words: If the share of the working fee in the total fee is more than half of the sum, the flat-rate fee cannot be taken into account.

If the sum of the fees claimed by you exceeds **30,000 €**, you need to submit proof as follows: Listing of the sums of fees per client and confirmation by the tax advisor or, alternatively, submission of digital copies of all fee invoices.

For the allocation to a **usage year**, the date of the fee calculation is pivotal. Thus, you can report a fee for a usage year only once.

The **client**, i.e. the recipient of the fee invoice must be based in Germany. For corporations, it depends on the branch office that initiated the order. This must be indicated on the fee invoice.

Fees of book publishers cannot be reported, because Bild-Kunst does not apply a fee reporting system, but receives reports on illustrations in books. This currently also applies to fees for illustrations in e-books.

Fees of authors of **own illustrations** cannot be reported if the fee for the usage of their visual works in newspapers and magazines in the fields of „science“ or „non-fiction and specialist journals“ was paid. We consider authors of own illustrators as being authors who created both text and visual works (not just illustrations!). Authors of own illustrations in other fields, e.g. popular magazines (Stern, Bunte, Spiegel) have the permission to report to Bild-Kunst. Background: Remunerations for authors of own illustrations in the fields of „science“ and „non-fiction and specialist journals“ are administered by VG Wort.

The following cannot be reported:

- Fees of foreign clients or publications in foreign periodicals
- Fees for the layout design of newspapers and magazines
- Fees for the editing of images, travel expenses, material costs, allowable expense, cancellation fees, allowances etc.
- Fees for publications in brochures, flyers, catalogues, books, annual reports, calendars, posters or products etc.
- Bild-Kunst royalties
- Salaries, working fees
- Pensions, interest income, donations, insurance benefits, benefits according to the social security statute book

The fees obtained must be assigned to the **individual client categories**. For the individual creation classes, you always enter the sum of fees that you have obtained in one client category. In case of doubt, the more specific category takes precedence.

Categories (sorted by client)

Magazine / newspaper publishers (high circulation = print runs from 300,000 copies)

(e.g. Süddeutsche Zeitung, Zeit, Bild, Spiegel, Stern, Focus etc.)

If you grant usage rights to a media association for the use of a work in several publications, the print runs of these publications can be combined. If you grant usage rights for one publication only, the print run circulation is crucial for the classification into the respective category.

Magazine / newspaper publishers (normal circulation = print run up to 300,000 copies)

(e.g. FAZ, Tagesspiegel, Mitteldeutsche Zeitung, Die Welt, Manager Magazin, Münchner Merkur)

Radio and television broadcasting companies and institutions

(e.g. ZDF, 1Live, RTL, mdr)

Other media companies except book publishers

(e.g. The Walt Disney Company, Time Warner, Constantin Televisions GmbH, Network Movie)

Providers of web-based information services, wikis, directories

(e.g. Wikipedia, meineStadt, dasÖrtliche, check24)

E-commerce distributors, online shops

(e.g. Amazon, Zalando, Eventim)

Providers of online communities

(e.g. Gutefrage, chefkoch)

Providers of email portals

(e.g. gmail, yahoo, web, gmx, t-online)

Providers of web auctions, classified ads, classified markets

(e.g. Ebay, Ebay Kleinanzeigen, Kleiderkreisel, ImmobilienScout24)

Online banks

(e.g. Paypal, Comdirect, Sparkassen, Ing-DiBa)

Other companies, not part of the media sphere

(e.g. BMW, Coca-Cola, Deutsche Bahn, local retailers, freelancers and service providers)

Universities, schools, other educational institutions

Public authorities, administrative bodies, ministries, administration

(e.g. Bundestag (German parliament), Bundesregierung (federal government), employment agency, ministry of the interior))

Cultural institutions and organisations

(e.g. theatres, museums, castles)

Charitable institutions and churches

(e.g. Caritas, Diaconia, churches)

Associations, unions, parties

(e.g. CDU, SPD, sports clubs, Red Cross, BUND Naturschutz)

Providers of private websites

(e.g. Blogspot, Wordpress, Comunio Blog)

Stock picture agencies

(e.g. Fotolia, imago stock&people, Shutterstock)

News agencies

(e.g. dpa, AFP, Reuters)

Press photo agencies

(e.g. action press)

Sports picture agencies

(e.g. imago sportfotodienst)

Advertising agencies

(e.g. hoffmann&campeX, PUK, thjnk)

Web agencies

(e.g. team neusta, Plan.Net, Reply, diva-e)

Agency Fees

Agency fees (picture agencies, advertising agencies, web agencies) can only be claimed if and insofar as the fees have been clearly paid for the use of the visual works on German websites or in German newspapers and magazines. This usage must be clear on the invoice of the agency issued to the claimant.

Free Use

If, in one distribution line, you report fees, you can receive flat-rate surcharges for usages of your works that were free of charge. Please tick the relevant box on the form:

„Some of my works were used free of charge.“

The free use on the Internet only refers to circumstances in which the free use was officially granted. Unfortunately, works illegally posted on the Internet cannot be recorded, as the private copying remuneration does not compensate for this.

Further Information

All reporting forms, the fact sheet and distribution plans can be found on our homepage www.bildkunst.de at Service > Service for Members > Forms for Members.

Please send your report to:

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We are happy to answer any questions you may have on claims.