



UNIVERSAL MUSIC GROUP

**REQUEST FOR STANDARD CHANGE OF ADDRESS to UMG Royalty North America's records only (NO CHANGE TO PAYEE)**

Regarding Payee Name(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Regarding Payee Number(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

This form should be notarized. If a notary is not available, a scanned copy of a government issued ID is acceptable. Please visit our Help Center ([support.umgroyalty.com](http://support.umgroyalty.com)) to submit your completed form. Or mail to:  
 Universal Music Group  
 P.O. Box 4012  
 Woodland Hills, CA 91365  
 Attn: Royalty Services Team

I hereby warrant and represent that I am the authorized signatory for the above referenced payee name(s) and payee number(s). In connection with all contracts between UMG and the above referenced payee(s)/payee number(s), UMG is hereby advised of a change of address as indicated below.

OLD ADDRESS – Royalty Statements/Payments  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NEW ADDRESS – Royalty Statements/Payments  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional instructions for any change of address with respect to legal Notices and Correspondence.**

UMG will contact you if additional information is required to process this request. By signing below, you warrant and represent that (a) you have full authority to request these changes(s) to the account(s) referenced above, and, if the party requesting such change(s) is an entity you are fully authorized to act and request such change(s) on behalf such entity; (b) the implementation of the change(s) requested herein will not violate or infringe upon the rights of any other party; (c) the information stated herein is true and accurate; and (d) you shall indemnify and hold UMG harmless against any and all claims, damages, losses or expenses UMG may incur as a result of making the change(s) requested herein and/or as a result of the breach of any of your warranties and representations. This notice terminates and supersedes the old address, and the new address will be used for prospective royalty statements and payments with respect to all contracts between UMG and the above referenced payee(s)/payee number(s).

\_\_\_\_\_

Phone Number  
 \_\_\_\_\_

Email Address  
 \_\_\_\_\_

Email Address to be used on US Royalty Portal  
 \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signatory (must be signatory of the contracts)  
 \_\_\_\_\_

Title/Print Name  
 \_\_\_\_\_

Date  
 \_\_\_\_\_

Any certificate of acknowledgment from a state other than California should be acknowledged in accordance with the laws of the state where the acknowledgment is made. Therefore, a certificate of acknowledgment may be attached by the Notary Public if acknowledged outside of California. If outside the U.S.A., a Civil Law Notary must authenticate this document according to the laws of the place where authenticated.

This section below must be completed by a Notary Public.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, personally know to me (or proved to me on the basis of a satisfactory evidence) to be the person(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Signature \_\_\_\_\_ (Seal)

Date Received by UMG: \_\_\_\_\_