

Instructions on how to fill out and complete a Splits Sheet for your music

A “*Splits Sheet*” is a document that records how ownership of a song is divided among the collaborators, ensuring everyone receives the proper credit and share of royalties.

Here's a step-by-step guide to filling out a splits sheet for your music:

Step 1: Song Information

- **Song Title:** Write the full title of the song.
- **Recording Date:** Indicate the date when the song was recorded.
- **Artist/Band Name:** Include the name of the artist or band performing the song.

Step 2: Collaborator Information

- List the names of all people involved in creating the song. This includes:
 - **Songwriters** (anyone who contributed lyrics or melody)
 - **Producers**
 - **Composers** (instrumental arrangements, beats, etc.)
- Include for each collaborator:
 - **Full Legal Name:** (ensure this matches any contracts or official documents).
 - **Role:** (e.g., lyricist, composer, producer).
 - **PRO (Performing Rights Organization):** If the collaborator is registered with a PRO (e.g., ASCAP, BMI, SESAC), list which one.
 - **IPI Number:** The unique identifier assigned by a PRO (if applicable).

Step 3: Percentage Splits

- **Assign Splits:** Determine what percentage of the song each person will own. The splits are typically divided among songwriters and producers. Some common splits include:
 - **Lyrics:** The person who wrote the lyrics usually gets a percentage of the publishing share.
 - **Melody/Composition:** Whoever composed the music (melody, beats, arrangement) gets a percentage of the publishing share.
 - **Producer:** Sometimes, producers may receive a percentage of ownership, especially in genres like hip-hop or pop.
- Ensure the total ownership percentages add up to **100%**.

Example of Splits:

Collaborator	Role	Percentage
Sam Singer	Performer	25%
Jane Doe	Lyricist	25%
John Smith	Composer	25%
Mary Producer	Producer	25%

Step 4: Signatures

- **Signatures of All Parties:** Once the percentages are agreed upon, all parties involved should sign the splits sheet. This shows that everyone agrees to the ownership percentages.
 - Include **dates** next to signatures.

Optional Sections

- **Song Length:** The length of the song in minutes : seconds
- **Publisher:** If anyone has a publisher, list the name of the publisher.
- **Notes/Additional Terms:** If there are special terms (like adjustments for future collaborators), note them here.

Step 5: Save and Distribute

- **Make Copies:** Once signed, make sure all collaborators receive a copy of the splits sheet for their records.
- **Digital Storage:** Save a digital copy in case it is needed for future reference or disputes.

Pro Tip:

Agree on splits **before** releasing the song to avoid disputes. If you're unsure of the percentages, consulting with a music lawyer or an experienced manager might help ensure fairness.

A **splits sheet** is primarily used to divide the songwriting and composition credits, which directly impact **performance** and **mechanical royalties**. Here's how each type of royalty ties into the splits sheet:

1. Performance Royalties:

- These are royalties paid whenever your song is performed publicly, whether on radio, streaming services, live performances, TV, etc.
- **Performing Rights Organizations (PROs)** like ASCAP, BMI, or SESAC collect these royalties on behalf of songwriters and publishers.
- The splits sheet divides the **songwriting credits**, which helps PROs determine how much each songwriter or publisher should be paid.

2. Mechanical Royalties:

- These are royalties paid for each reproduction of the song (such as digital downloads or physical copies, and streaming on platforms like Spotify, Apple Music, etc.).
- **Mechanical royalties** are collected by organizations like the Harry Fox Agency or other mechanical licensing agents.
- The splits sheet is used to determine how much of these royalties are distributed to the **songwriters and composers** based on the agreed percentages.

Who gets paid?

- **Songwriters and Composers:** Receive performance and mechanical royalties based on the percentages agreed upon in the splits sheet.
- **Producers:** They typically get a share if they contributed to the composition or arrangement, though their share may also come through **points on the master** (which impacts royalties from the sound recording, not the composition).

What the Splits Sheet Doesn't Cover:

- **Master Recording Royalties:** These are different from performance and mechanical royalties. Master recording royalties come from the sale or streaming of the recording itself and are typically paid to the artist, record label, and producers (through a different deal called a **producer agreement** or a **label deal**).

In summary, the splits sheet ensures that all collaborators receive their proper share of **songwriting and composition royalties**, including performance and mechanical royalties.