

Migration checklist

Having your data organized up front is the **biggest lever** you have over how smoothly the rest of the process goes.

Check items off as you collect them.

SALES STATEMENTS

- ☐ All statements from every distributor and income source.
- ☐ If migrating from another royalty platform, export any outstanding unmapped or unreported sales lines (sales that were not reported on royalty statements in your previous system and need to be carried over).

CATALOG METADATA

- ☐ **ISRCs, UPCs, internal product codes**, and any other identifiers needed to map sales to your entire catalog accurately.
- ☐ **Track metadata.** Gather track titles, versions, artists, ISRCs, track duration, etc.
- ☐ **Release metadata and tracklists.** Collect release titles, artists, UPCs/EANs, catalog numbers, release dates, formats (vinyl, CD, digital album, single, etc.), and complete tracklists. Preserve the relationships between tracks and releases, especially when a track appears on multiple releases.

PAYEE INFORMATION

- ☐ **Names and contact information for every payee (if applicable).** Some royalty accounting platforms offer statement delivery and payee dashboards. If your destination platform offers this functionality, you'll need to provide email addresses for each payee.
- ☐ **Banking information for every payee (if applicable).** Some royalty accounting platforms offer integrated royalty payment functionality. If your destination platform will facilitate payments, you may need to include banking details for every payee.
- ☐ **A W-9 (or W-8 for international payees)** on file for every payee you'll be paying through the new system, if you don't have these already.



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CONTRACTS & DEAL TERMS

- ☐ The exact terms that determine how sales are allocated to each payee — splits, recoupment structures, deductions, escalations, associated catalog, cross-contract relationships, etc.
 - This may exist as long-form contract PDFs, or, if you're fortunate, as deal summaries your legal team has already prepared. Either format works, but you need it to be complete.
 - If you're migrating from another royalty system, you may be able to export your contract terms directly. If your contracts have escalations, document the current thresholds and effective rates. Carefully document any unreleased reserves, if applicable. Preserve any links between your tracks/releases and existing contracts.

COSTS & EXPENSES

- ☐ **Anything recoupable by an artist or payee** — marketing spend, recording costs, travel expenses, advances, etc.
 - For each, you'll want to know the cost description, transaction date, amount, invoice number (if applicable), and note the artist, track, or release each cost applies to.

MECHANICAL LICENSING DATA (IF APPLICABLE)

- ☐ **Mechanical licenses, publisher information, and songwriter information**, if your destination platform supports processing mechanical royalties.
 - Preserve songwriter and publisher names and relationships, along with the compositions they control, the associated tracks and releases, applicable rates, and license numbers. Include CAE/IPI numbers and PRO information where available.
 - Make sure you have accurate track durations, which can determine the applicable statutory rate. If you're migrating from another royalty system, custom rates or provisions that affect calculations, such as controlled compositions, may be stored at the track or release level.



Migration checklist continued...

OPENING BALANCES

- ☐ The closing balance of your last royalty period, along with any payments made, for every contract.
 - For continuity, we recommend using the latest statement closing balance as the opening balance, then posting the associated payment so that it appears on the first batch of statements rendered in your new system
 - If this is an inception-to-date migration with no prior period balances, the opening balance will be zero in your new system.

ROYALTY STATEMENTS

- ☐ While not specifically required for a data migration, decide how you'll archive historical statements from your old system. Most platforms offer some export functionality for this.

