



## Electronic Statements of Account (E-SOA) FAQs

How do I file my statement of account electronically?

The Licensing Division has released fillable Excel versions of both the short- and long-form statement of account at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html) to facilitate the electronic process. Following the instructions on the Excel form, fill out the Excel workbook with the same information as you would the paper forms and electronically sign with an “s-signature” (e.g., /s/ John Smith). Once the form is completed, email the statement in the Excel format with a copy of your Remittance Advice, as attachments, to the Licensing Division at [coplicsoa@copyright.gov](mailto:coplicsoa@copyright.gov).

Do not convert the Excel form to a PDF prior to submission; this file will not be accepted. Please send the signed Excel file.

Do not add or delete worksheets or workbook protections in the template—making changes to the structure or format of the workbook may cause the Excel file to function incorrectly. This may cause your submission to be rejected.

**Note:** Submit statements via one method only. Do not submit statements both electronically and by mail. We recommend filing electronically.

How do I submit the remittance advice?

A remittance advice (RA) is required by federal regulations [37 CFR §201.17(k)]. When filing electronically, submit the RA (<https://www.copyright.gov/licensing/remittance-advice.pdf>) via email to both [licfiscal@copyright.gov](mailto:licfiscal@copyright.gov) and [coplicsoa@copyright.gov](mailto:coplicsoa@copyright.gov).

**Note:** You must email the RA with your payment confirmation. Failure to submit the RA may delay the processing of your statement of account and will result in additional correspondence from the Licensing Division.

Will I receive a confirmation?

Yes. After submitting your statement of account to [coplicsoa@copyright.gov](mailto:coplicsoa@copyright.gov), you will receive an email acknowledging receipt of your statement of account, and later, you will receive a digitally signed and stamped PDF copy of the statement for your records from the Licensing Division.

The Excel file says the form is effective beginning with the January 1 to June 30, 2017, accounting period (2017/1). Can I still use this form?

Yes. The date indicates the first accounting period for which the Licensing Division accepted the Excel form. The forms found on our website at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html) are current. If you are filing for an accounting period after the date on the form, you can use the Excel form to submit electronically.

**Note:** If you are submitting for an accounting period prior to 2017/1, you will need to download, complete, sign, and mail the paper-based PDF version also found at the link above.

This is my cable system’s first filing. How do I get an ID number?

The ID number used by cable statement of account filers is a unique number assigned by the Licensing Division upon receipt of your first statement. When making an EFT payment via Pay.gov, first-time filers may enter 00000 or 99999 in the ID Number field in order to complete their royalty and filing fee payment.

I am not a first-time filer but I do not know my ID number. Where can I find this information?

If you are not a first-time filer, visit the [Search LDS](#) database. On this page, you can search for your system by legal name or first community to find your ID number. If you are unable to locate your ID number, contact the Licensing Division at [licensing@copyright.gov](mailto:licensing@copyright.gov) or (202) 707-8150.

**Note:** You can also use this database to obtain additional information regarding your cable system.

Do I need to include a barcode?

You do not need to include a barcode on your Statement of Account. Make sure that you have filled in the accounting period and your cable system ID number in the appropriate spaces.

Can I make adjustments to the Excel spreadsheet?

No. All tabs of the SA3E Long Form and SA1-2E Short Form Excel spreadsheets have been protected in Excel so that the user does not accidentally edit the underlying formulas that allow the form to function properly. The form is designed to function with all tabs in protected mode. Do not unprotect any tabs on the form.

Can I directly input data on the SA3 tabs (Pg. 1, etc.)?

Yes and No. Some areas will allow you to input information. Areas that do not allow input will display a "Protected" message. For those areas, you will have to input the information on the General Data Input/Gross Receipts/Signals/Notes (if applicable) tabs, which will automatically populate the information in its corresponding tab.

How do I list the multicast signs in Space G-Column 1, if there isn't enough space (e.g., WETA-Kids, WETA-Family, WETA-Create, etc.)?

Multicast signs can be listed as the following:  
WETA2-26.2, WETA3-26.3, and WETA4-26.4.

The SA1-2 form won't let me fill in Space L. How do I perform these calculations?

Space L of the Excel form is set up to calculate your royalty and filing fees based on the gross receipts entered. In order to populate this section, enter your gross receipts in Space K. Space L will calculate automatically.

How do I sign the e-SOA form?

The e-SOA form should be certified by using an electronic or "s-signature" in Space O. You can do this by adding "/s/" before typing your name (e.g., /s/ John Smith). If you are having trouble typing in the indicated cell, place your cursor in the signature box and press the "F2" button, or double click in the space, then type "/s/" and your name.

Can I still submit my statement of account by mail?

Yes. While the Licensing Division no longer mails blank statement of account forms to filers, you may still submit paper statements of account by mail. In order to submit your statement by mail or courier, you must download, complete, sign, and print the fillable PDF version of this form from our website at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html).

You cannot use the Excel-based form if you are mailing your statement; this submission will not be accepted. If using the Excel form, submit your statement via email as indicated above.

**Note:** Submit statements via one method only. Do not submit statements both electronically and by mail. We recommend filing electronically.

Can I submit an amended statement electronically?

Yes. Please indicate in the body of the email that you are submitting an amended statement of account and attach a cover letter explaining the change(s). Regardless of the change(s) being made, please remit the required \$50 amendment fee with the submission.

Can I file statements for previous accounting periods electronically?

Yes and no. If you are filing a statement for the 2017/1 accounting period or later, you can use the electronic filing process. If you are filing a statement for a period prior to 2017/1, you will need to file the statement by mail using the paper-based, PDF version of the SOA found at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html).