

## How to Make

# Statutory License Royalty Payments Using Pay.gov

This circular contains instructions about how to use Pay.gov for statutory license royalty payments.<sup>1</sup> A companion tutorial is available on the Copyright Office's [website](#).

Under the copyright statutory licenses, cable systems and satellite carriers must pay royalty and filing fees using **electronic funds transfer** (EFT), and digital audio recording technology (DART) manufacturers must use it to pay royalty fees. The EFT process benefits the remitter and the Copyright Office as the agency responsible for collecting and distributing royalty fees. EFTs can be transmitted either as Automated Clearinghouse (ACH) credits or as Fedwire (wire) transactions, depending on how a transfer is arranged through a financial institution. Alternatively, EFTs can be transmitted as ACH debits using the U.S. Treasury Department's web-based remittance system, Pay.gov.

For other payment options, see *How to Make Statutory License Royalty Payments by Wire* (**Circular 74A**), or *How to Make Statutory License Royalty Payments by ACH Credit* (**Circular 74B**).

### Procedure

- Contact your bank to determine if your account will accept an ACH debit.
- Establish a user name and password by calling a Licensing Division financial specialist at (202) 707-8150.
- Go to the Pay.gov website, [www.Pay.gov](http://www.Pay.gov).
- Log in with your user name and password.
- Click *My Forms*.
- Click *Private*.
- Click *Continue to the Form*.
- Click *Continue to the Form* again.

**NOTE:** The Federal Reserve Bank of Cleveland, 1455 East 6th St., Cleveland, OH 44114, processes Pay.gov funds. Some banks require this information. For the best experience, use Internet Explorer 9 or higher, Chrome, Firefox, or Safari.

### **Fee Type**

- Select the type of royalty fee payment to be made (cable, satellite, or DART) by clicking next to the appropriate category.
- Click *Continue*.

**NOTE:** To proceed, you will need a system identification number—a unique number assigned by the Licensing Division. If you are a first-time filer or do not know the number, contact the financial specialist at (202) 707-8150 or [licfiscal@loc.gov](mailto:licfiscal@loc.gov).

#### *Cable and Satellite Companies*

- Enter the name of your company.
- Enter the filing period.
- Enter the identification number.
- For cable companies only, enter the first community served.
- Enter the filing fee.
- Enter the royalty fee.
- On this screen, you can also enter more fees, reset fields, save and preview a PDF. Print out this page before proceeding.
- When you are finished, click *Continue*.

**NOTE:** For current fees for filing cable and satellite statements of account, visit the Licensing Division website at [www.copyright.gov/licensing](http://www.copyright.gov/licensing), call (202) 707-8150, or send an email to [licensing@loc.gov](mailto:licensing@loc.gov).

#### *DART Manufacturers*

- Enter the name of your company.
- Enter the identification number.
- Enter the fiscal year.
- Enter the filing period.
- Enter the royalty fee.
- On this screen, you can also enter more fees, reset fields, save and preview a PDF. Print out this page before proceeding.
- When you are finished, click *Continue*.

### **Payment**

- The payment screen will show the payment amount, the payment date, and the account holder name.
- Select an account type from the drop-down menu.
- Enter the financial institution's routing number and the account number from a blank check.
- When you are satisfied that your information is correct, click *Review and Submit Payment*.
- To make changes, click *Return to Your Form*.
- If you need to cancel the payment, click *Cancel*.

### ***Payment Authorization***

- On the summary page, confirm that the payment and account information are correct.
- Check the box to provide an email address to receive confirmation by email upon completion of the transaction.
- Read the authorization and disclosure.
- If you agree, click *I Agree*.
- To make any changes, click *Return to Form*.
- To complete the transaction, click *Submit Payment*.
- To print a copy of your receipt, click *Print Receipt*.

### ***Final Step***

You must notify the Licensing Division of your payment. To do so, send a copy of the “Pay Fees” page to the division by fax or email.

email: [licfiscal@loc.gov](mailto:licfiscal@loc.gov)

fax: (202) 707-0905

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#### **NOTE**

1. This circular is intended as an overview of how to make statutory license royalty payments using [Pay.gov](http://Pay.gov). The authoritative source for U.S. copyright law is the Copyright Act, codified in Title 17 of the *United States Code*. Copyright regulations are codified in Title 37 of the *Code of Federal Regulations*. Copyright Office practices and procedures are summarized in the third edition of the *Compendium of U.S. Copyright Office Practices*, cited as the *Compendium*. The copyright law, regulations, and the *Compendium* are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

## **For Further Information**

### ***By Internet***

The copyright law, the *Compendium*, electronic registration, application forms, and related materials are available from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

### ***By Email***

To send a licensing related inquiry, e-mail [licensing@loc.gov](mailto:licensing@loc.gov). To send a general email inquiry, click the *Contact Us* link on the Copyright Office website.

### ***By Telephone***

For licensing related information, call the Licensing Division at (202) 707-8150. For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 am to 5:00 pm, Eastern time, Monday through Friday, except federal holidays. To request paper application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 (toll free) and leave a recorded message.

### ***By Regular Mail***

Write to

Library of Congress  
U.S. Copyright Office  
Licensing Division  
101 Independence Avenue, SE #6304  
Washington, DC 20557-6400

