

**U.S. COPYRIGHT OFFICE**  
**INSTRUCTIONS FOR THE SA 1-2E SHORT FORM – EXCEL FORMAT**  
The SA1-2E is a U.S. Copyright Office Form  
Email completed workbook to:  
[coplicsoa@loc.gov](mailto:coplicsoa@loc.gov)

**Submitting the form**

- This form is effective beginning with the January 1 to June 30, 2017 accounting period (2017/1).
- When complete, this workbook should be signed electronically using an "/s/" signature (e.g., /s/John Smith) in Space O and saved and submitted as a Microsoft Excel workbook (.xls or .xlsx). Email the workbook in native Excel format to the U.S. Copyright Office Licensing Division at [coplicsoa@loc.gov](mailto:coplicsoa@loc.gov). Do not print and mail the workbook to the U.S. Copyright Office. There is no need to remove the instructions tab before submitting the template by email. Do not add additional worksheet or workbook protections to the template before submitting, as that may cause your submission to be rejected.

**General Instructions**

- *Alphabetization:* Alphabetization is NOT required for any spaces.
- *Protection:* Certain cells in this workbook have been protected so that the user does not accidentally edit the underlying formulas that allow the form to function properly. Do not make changes to either the structure or the formats within this workbook or your submission may be rejected.
- *Navigation:* To navigate between the tabs, use a mouse to click on the tab listings at the bottom of the screen to select the tab you wish to view/edit, or press **Ctrl + Page Up** or **Down**. Within a tab, use the mouse or the arrow keys to navigate between fields. Depending on the settings in Excel, hitting the "Tab" button on the keyboard will not necessarily move the user to the next tab, nor will it necessarily move the user to populate the next field within a tab.
- *Data Input:* Provide information in all highlighted cells throughout the workbook (as applicable). Non-highlighted cells may contain formula.

**Detailed instructions are located at the end of the paper SA1-2 form, located at:**  
<https://www.copyright.gov/forms/sa1-2.pdf>

**Page 1 – Spaces A-C**

- Space A – fill in the accounting period using the four digit year followed immediately by a forward slash and the number 1 for the January to June accounting period or the number 2 for the July to December accounting period (e.g., "2017/1").
- Space B – If this is the cable system's first filing, place an "X" in the appropriate box and leave the cable system ID number blank. Otherwise, fill in the cable system ID number. Fill in all other applicable information in the appropriate highlighted boxes.
- Note that the Accounting Period, Legal Name of the Owner of the Cable system, and Cable system ID# (if applicable) will automatically populate on each subsequent page, using the information provided in Spaces A-B.
- Barcode Data – In the highlighted "Filing Period" box, fill in the four digit year followed immediately by the number 1 for the January to June accounting period or the number 2 for the July to December accounting period (e.g., for 2017/1 fill-in "20171"). **DO NOT USE A SPACE OR OTHER CHARACTERS, SUCH AS A SLASH OR DASH, IN BETWEEN THE YEAR AND NUMBER.**
- **For the barcode to display properly on the form, a barcode font must be downloaded.** The following address offers a free bar code font:

<http://www.barcoderesource.com/freebarcodefont.shtml>

**Page 2 – Space D**

- Information can be manually entered into the highlighted areas.

**Page 2 – Spaces E-F**

- Information can be manually entered into the highlighted areas.

**Page 3 – Space G**

- Enter the call signs, broadcast channel numbers, type of station and location of station. Add rows as necessary.

**Page 4 – Space H**

- Information can be manually entered into the highlighted areas.

**Page 5 – Space I**

- Section 2 – Information can be manually entered into the highlighted areas where applicable.

**Page 6 – Spaces K-L**

- Space K – input the total gross receipts for the cable system in the highlighted box.
- Space L – The calculation will automatically be performed in the appropriate block depending on the amount of gross receipts entered in Space K. The appropriate interest charge line will populate based on whether any information is input into Space Q.

**Page 7 – Spaces M-O**

- Manually enter information into highlighted spaces as applicable.
- The form should be electronically signed using an "/s/ signature" (e.g., /s/ John Smith).

**Page 8 – Spaces P-Q**

- Manually enter information into highlighted spaces as applicable.