This form is effective beginning with the January 1 to June 30, 2017, accounting period (2017/1)

If you are filing for a prior accounting period, contact the Licensing Division for the correct form.

# SA1-2E Short Form

## STATEMENT OF ACCOUNT

for Secondary Transmissions by Cable Systems (Short Form)

General instructions are located in the first tab of this workbook.

FOR COPYRIGHT OFFICE USE ONLY						
DATE RECEIVED	AMOUNT					
7-12-22	\$					
	ALLOCATION NUMBER					

Return completed workbook by email to

### coplicsoa@copyright.gov

For additional information, contact the U.S. Copyright Office Licensing Division at (202) 707-8150.

Α	ACCOUNTING PERIOD COVERED BY THIS STATEMENT: (YYYY/(Period))							
	Period 1 = January 1 - June 30 Period 2 = July 1 - December 31							
Accounting	Barcode Data Filing Period (optional - see instructions)							
Period								
В	Instructions:  Give the full legal name of the owner of the cable system. If the owner is a subsidiary of another corporation, give the full corporate title of the subsidiary, not that of the parent corporation.							
Owner	List any other name or names under which the owner conducts the business of the cable system.							
	If there were different owners during the accounting period, only the owner on the last day of the accounting period should submit a single statement of account and royalty fee payment covering the entire accounting period.							
	Check here if this is the system's first filing. If not, enter the system's ID number assigned by the Licensing Division.							
	LEGAL NAME OF OWNER/MAILING ADDRESS OF CABLE SYSTEM							
	Laurens Municipal Broadband Communications Utility							
	BUSINESS NAME(S) OF OWNER OF CABLE SYSTEM (IF DIFFERENT)							
	MAILING ADDRESS OF OWNER OF CABLE SYSTEM							
	272 N 3rd Street (Number, street, rural route, apartment, or suite number)							
	Laurens, IA 50554 (City, town, state, zip)							
С	INSTRUCTIONS: In line 1, give any business or trade names used to identify the business and operation of the system unless these							
	names already appear in space B. In line 2, give the mailing address of the system, if different from the address given in space B.							
System	1 Laurens Municipal Power & Communications							
	MAILING ADDRESS OF CABLE SYSTEM:							
	2 272 N 3rd Street (Number, street, rural route, apartment, or suite number)							
	Laurens, IA 50554 (City, town, state, zip code)							

Privacy Act Notice: Section 111 of Title 17 of the United States Code authorizes the Copyright Office to collect the personally identifying information (PII) requested on this form in order to process your statement of account. PII is any personal information that can be used to identify or trace an individual, such as name, address, and telephone numbers. By providing PII, you are agreeing to the routine use of it to establish and maintain a public record, which includes appearing in the Office's public indexes and in search reports prepared for the public. The effect of not providing the PII requested is that it may delay processing of your statement of account and its placement in the completed record of statements of account, and it may affect the legal sufficiency of the filing, a determination that would be made by a court of law.

		FORM SA1-2E. PAGE 1I				
Name	LEGAL NAME OF OWNER OF CABLE SYSTEM:	SYSTEM ID				
Nume	Laurens Municipal Broadband Communications Utility	6220				
D	Instructions: List each separate community served by the cable system. A "community" is the same as a "community unit" as defined in FCC rules: "a separate and distinct community or municipal entity (including unincorporated communities within unincorporated areas and including single, discrete unincorporated areas)." 47 C.F.R. 76.5(dd). The first community that you list will serve as a form of system identification hereafter known as the "first community." Please use it as the first community on all future filings.					
Area	Note: Entities and properties such as hotels, apartments, condominiums, or mobile hom	e parks should be reported in parentheses below the identifie				
Served	city.					
	CITY OR TOWN	STATE				
First	Laurens	lowa				
Community						
Add Rows as Necessary						

Accounting Period: 2022/1

Name

LEGAL NAME OF OWNER OF CABLE SYSTEM:

SYSTEM ID# 62202

FORM SA1-2E. PAGE 2

# **Laurens Municipal Broadband Communications Utility**

Ε

Secondary Transmission Service: Subscribers and Rates

#### SECONDARY TRANSMISSION SERVICE: SUBSCRIBERS AND RATES

In General: The information in space E should cover all categories of secondary transmission service of the cable system, that is, the retransmission of television and radio broadcasts by your system to subscribers. Give information about other services (including pay cable) in space F, not here. All the facts you state must be those existing on the last day of the accounting period (June 30 or December 31, as the case may be).

**Number of Subscribers:** Both blocks in space E call for the number of subscribers to the cable system, broken down by categories of secondary transmission service. In general, you can compute the number of subscribers in each category by counting the number of billings in that category (the number of persons or organizations charged separately for the particular service at the rate indicated—not the number of sets receiving service).

**Rate:** Give the standard rate charged for each category of service. Include both the amount of the charge and the unit in which it is generally billed. (Example: "\$20/mth"). Summarize any standard rate variations within a particular rate category, but do not include discounts allowed for advance payment.

Block 1: In the left-hand block in space E, the form lists the categories of secondary transmission service that cable systems most commonly provide to their subscribers. Give the number of subscribers and rate for each listed category that applies to your system. Note: Where an individual or organization is receiving service that falls under different categories, that person or entity should be counted as a subscriber in each applicable category. Example: a residential subscriber who pays extra for cable service to additional sets would be included in the count under "Service to the first set" and would be counted once again under "Service to additional set(s)."

**Block 2:** If your cable system has rate categories for secondary transmission service that are different from those printed in block 1 (for example, tiers of services that include one or more secondary transmissions), list them, together with the number of subscribers and rates, in the right-hand block. A two- or three-word description of the service is sufficient.

BL	OCK 1		BLOCI	₹2	
	NO. OF			NO. OF	
CATEGORY OF SERVICE	SUBSCRIBERS	RATE	CATEGORY OF SERVICE	SUBSCRIBERS	RATE
Residential:					
Service to first set	240	32.00			
Service to additional set(s)					
• FM radio (if separate rate)					
Motel, hotel	30	6.00			
Commercial					
Converter	98	5.00			
Residential					
Non-residential					
		r1			T

F

Services Other Than Secondary Transmissions: Rates

#### SERVICES OTHER THAN SECONDARY TRANSMISSIONS: RATES

In General: Space F calls for rate (not subscriber) information with respect to all your cable system's services that were not covered in space E, that is, those services that are not offered in combination with any secondary transmission service for a single fee. There are two exceptions: you do not need to give rate information concerning (1) services furnished at cost or (2) services or facilities furnished to nonsubscribers. Rate information should include both the amount of the charge and the unit in which it is usually billed. If any rates are charged on a variable per-program basis, enter only the letters "PP" in the rate column.

**Block 1:** Give the standard rate charged by the cable system for each of the applicable services listed.

**Block 2:** List any services that your cable system furnished or offered during the accounting period that were not listed in block 1 and for which a separate charge was made or established. List these other services in the form of a brief (two- or three-word) description and include the rate for each.

	BLOCK 2				
CATEGORY OF SERVICE RATE CATEGORY OF SERVICE RATE				CATEGORY OF SERVICE	RATE
Continuing Services:		Installation: Non-residential			
Pay cable	15.00	Motel, hotel		Basic Plus	54.00
Pay cable—add'l channel	15.00	Commercial		Variety Plus	21.00
Fire protection		• Pay cable		Sports Plus	9.00
•Burglar protection		Pay cable-add'l channel		DVR	15.00
Installation: Residential		Fire protection		DVR Mini	10.00
• First set		Burglar protection			
Additional set(s)		Other services:			
FM radio (if separate rate)		Reconnect	10.00		
Converter		Disconnect			
		Outlet relocation	50/Hour		
		Move to new address	5.00		

Accounting Period: 2022/1 FORM SA1-2E. PAGE 3.

Name

Laurens Municipal Broadband Communications Utility

SYSTEM ID# 62202

G

### Primary Transmitters: Television

PRIMARY TRANSMITTERS: TELEVISION

LEGAL NAME OF OWNER OF CABLE SYSTEM:

In General: In space G, identify every television station (including translator stations and low power television stations) carried by your cable system during the accounting period, *except* (1) stations carried only on a part-time basis under FCC rules and regulations in effect on June 24, 1981, permitting the carriage of certain network programs [sections 76.59(d)(2) and (4), 76.61(e)(2) and (4), or 76.63 (referring to 76.61(e)(2) and (4))]; and (2) certain stations carried on a substitute program basis, as explained in the next paragraph.

Substitute Basis Stations: With respect to any distant stations carried by your cable system on a substitute program basis under specific FCC rules, regulations, or authorizations:

- Do not list the station here in space G—but do list it in space I (the Special Statement and Program Log)—if the station was carried only on a substitute basis.
- List the station here, and also in space I, if the station was carried both on a substitute basis and also on some other basis. For further information concerning substitute basis stations, see page (v) of the general instructions.

**Column 1:** List each station's call sign. *Do not* report origination program services such as HBO, ESPN, etc. Identify each multicast stream associated with a station according to its over-the-air designation. For example, report multistream "WETA-2" as the same on the form.

**Column 2:** Give the channel number the FCC assigned to the television station for broadcasting over the air in its community of license. For example, WRC is channel 4 in Washington, D.C.

**Column 3:** Indicate in each case whether the station is a network station, an independent station, or a noncommercial educational station, by entering the letter "N" (for network), "N-M" (for network multicast), "I" (for independent), "I-M" (for independent multicast), "E" (for noncommercial educational), or "E-M" (for noncommercial educational multicast). For the meaning of these terms, see page (iv) of the general instructions in the paper SA1-2 form.

**Column 4:** Give the location of each station. For U.S. stations, list the community to which the station is licensed by the FCC. For Mexican or Canadian stations, if any, give the name of the community with which the station is identified.

Add Rows as Necessary

1. CALL SIGN	2. B'CAST CHANNEL NUMBER	3. TYPE OF STATION	4. LOCATION OF STATION
KCWI-CW	5	N	DES MOINES, IA
KCWI-BOUNCE	5.2	I-M	DES MOINES, IA
KCWI-QUEST	5.3	I-M	DES MOINES, IA
WHO-NBC	6	N	DES MOINES, IA
WHO-SPORTS GRID	6.1	I-M	DES MOINES, IA
WHO-ANTENNA	6.2	I-M	DES MOINES, IA
WHO-COURT	6.3	I-M	DES MOINES, IA
KDSM-FOX	7	N	DES MOINES, IA
KDSM-COMET	7.1	I-M	DES MOINES, IA
KDSM-CHARGE	7.2	I-M	DES MOINES, IA
KDSM-TBD	7.3	I-M	DES MOINES, IA
WOI-ABC	10	N	DES MOINES, IA
WOI-TRUE CRIME	10.1	I-M	DES MOINES, IA
WOI-GRIT	10.2	I-M	DES MOINES, IA
WOI-COZI	10.3	I-M	DES MOINES, IA
KCCI-CBS	11	N	DES MOINES, IA
KCCI- ME TV	11.1	I-M	DES MOINES, IA
KCCI-MY TV	11.2	I-M	DES MOINES, IA
IPTV	13	E	DES MOINES, IA
IPTV-KIDS	13.1	E-M	DES MOINES, IA
IPTV-WORLD	13.2	E-M	DES MOINES, IA
IPTV-CREATE	13.3	E-M	DES MOINES, IA
KTIV-NBC	26	N	SIOUX CITY, IA

LEGAL NAME OF OWNER OF CABLE SYSTEM:

SYSTEM ID#

## Laurens Municipal Broadband Communications Utility

62202

### PRIMARY TRANSMITTERS: RADIO

In General: List every radio station carried on a separate and discrete basis and list those FM stations carried on an all-band basis whose signals were generally receivable by your cable system during the accounting period.

Н

Special Instructions Concerning All-Band FM Carriage: Under Copyright Office regulations, an FM signal is generally receivable if (1) it is carried by the system whenever it is received at the system's headend, and (2) it can be expected, on the basis of monitoring, to be received at the headend, with the system's FM antenna, during certain stated intervals. For detailed information about the Copyright Office regulations on this point, see page (v) of the general instructions in the. paper SA1-2 form.

Primary Transmitters: Radio

Column 1: Identify the call sign of each station carried.

Column 2: State whether the station is AM or FM.

**Column 3:** If the radio station's signal was electronically processed by the cable system as a separate and discrete signal, indicate this by placing a check mark in the "S/D" column.

**Column 4:** Give the station's location (the community to which the station is licensed by the FCC or, in the case of Mexican or Canadian stations, if any, the community with which the station is identified).

CALL SIGN	AM or FM	S/D	LOCATION OF STATION	CALL SIGN	AM or FM	S/D	LOCATION OF STATION
KICD	FM		SPENCER, IA				
RICD	ILIAI		SPENCEN, IA				
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Accounting Perio	· · · · · · · · · · · · · · · · · · ·									
Name	Laurens Municipal Bro			ons Utility						62202
ı	SUBSTITUTE CARRIAGE: SPECIAL STATEMENT AND PROGRAM LOG  In General: In space I, identify every nonnetwork television program, broadcast by a distant station, that your cable system carried on a substitute basis during the accounting period, under specific present and former FCC rules, regulations, or authorizations. For a further									
Substitute Carriage: Special Statement and Program Log	explanation of the programmi  1. SPECIAL STATEMENT  During the accounting peribroadcast by a distant stat  Note: If your answer is "No, log in block 2.  2. LOG OF SUBSTITUTE In General: List each substiclear. If you need more space Column 1: Give the title operiod, was broadcast by a cunder certain FCC rules, reg Do not use general categori "NBA Basketball: 76ers vs. I Column 2: If the program Column 3: Give the call secolumn 4: Give the broathe case of Mexican or Canac Column 5: Give the monifirst. Example: for May 7 given Column 6: State the time to the nearest five minutes. stated as "6:00—6:30 p.m."	reg that must CONCERN od, did your ion? I leave the regretate, please a of every non distant static gulations, or es like "moves like "so that ion day we "5/7." I swhen the Example: a	wind substitute in the case of this page.  Wish on a separate dadditional rest of this page.  Wish on a separate dadditional rest of this page.  Wish on a separate dadditional rest on and that you rest on and that you rest on "baske" or "baske" cast live, enter tation broadcan's location (the page of the cast live, if any, the content of the page of th	this log, see page (v) of TUTE CARRIAGE carry, on a substitute be blank. If your answer the line. Use abbreviation ows to the tables. Sion program ("substitue or cable system substitue cable system substitue. See page (v) of the graball." List specific program "Yes." Otherwise enter sting the substitute program to which the community with which the me carried the substitute gram was carried by your dead by a system from 6:00	is "Yes," is "Yes," is where te progra ited for t eneral in ram titles "No." gram. he statio he statio he progra ur cable in:15 p.n	ral instruction of the program. Use n is licen is ider am. Use system n. to 6:2	ust comple ust comple ust comple ust during the ramming cons for furth ample, "I L unsed by th httified). unsed by th ttified). unsed by th	rision pro YE te the pro eir meani ne account of anothe ner inform ove Lucy ne FCC or with the mes accus should be	gram  gration  gration	NO
	Column 7: Enter the letter "R" if the listed program was substituted for programming that your system was required to delete under FCC rules and regulations in effect during the accounting period; enter the letter "P" if the listed program was substituted for programming that your system was permitted to delete under FCC rules and regulations in effect on October 19, 1976.							1		
	1. TITLE OF PROGRAM	UBSTITUT	E PROGRAM 3. STATION'S		5.		EN SUBST IAGE OCO		7	. REASON FOR DELETION
	1. THE OF FROGRAM	Yes or No	CALL SIGN	4. STATION'S LOCATIO		ID DAY	FROM	<u> </u>	ГО	
								<u>-</u> -		
								_		
								<u>-</u> -		

Accounting Period:	2022/1	FORM SA	A1-2E. PAGE 6.
Name	LEGAL NAME OF OWNER OF CABLE SYSTEM:  Laurens Municipal Broadband Communications Utility	S'	YSTEM ID# 62202
K Gross Receipts	GROSS RECEIPTS Instructions: The figure you give in this space determines the form you file and the amount you pay. Ente all amounts (gross receipts) paid to your cable system by subscribers for the system's secondary transmis (as identified in space E) during the accounting period. For a further explanation of how to compute this an page (vii) of the general instructions located in the paper SA1-2 form.  Gross receipts from subscribers for secondary transmission service(s) during the accounting period.  IMPORTANT: You must complete a statement in space P concerning gross receipts.	sion service nount, see	0,100.00 uss receipts)
Copyright Royalty Fee	COPYRIGHT ROYALTY FEE Instructions: To compute the royalty fee you owe:  Complete block 1, block 2, or block 3.  Use block 1 if the amount of gross receipts in space K is \$137,100 or less.  Use block 2 if the amount of gross receipts in space K is more than \$137,100 but less than or equal to \$26  Use block 3 if the amount of gross receipts in space K is more than \$263,800 but less than \$527,600.  See page (vi) of the general instructions located in the paper SA1-2 form for more information.	3,800.	
	BLOCK 1: GROSS RECEIPTS OF \$137,100 OR LESS		
	Instructions: As a cable system with gross receipts of \$137,100 or less, the royalty fee that you must pay for this accounting period is \$52.00.	s six-month	
	Line 1. Royalty fee for accounting period	\$	52.00
	Line 2. Interest charge. Enter the amount from line 4, space Q, page 8		0.00
	Line 3. TOTAL ROYALTY FEE PAYABLE FOR ACCOUNTING PERIOD. Add lines 1 and 2		52.00
		0)	
	Base amount under statutory formula		
	3. Subtract line 2 from line 1		
	Enter the amount of gross receipts from space K		
	5. Enter the amount from line 3		
	6. Subtract line 5 from line 4		
	7. Multiply line 6 by .005 (enter figure here)		
	Interest charge. Enter the amount from line 4, space Q, page 8		0.00
	9. TOTAL ROYALTY FEE PAYABLE FOR ACCOUNTING PERIOD. Add lines 7 and 8		
	BLOCK 3: GROSS RECEIPTS OF MORE THAN \$263,800 (but less than \$527,6	600)	
	Enter the amount of gross receipts from space K		
	2. Base amount under statutory formula		
	3. Subtract line 2 from line 1		
	4. Multiply line 3 by .01		
	5. Royalty due on the first \$263,800 of gross receipts (under statutory formula)	1,319.00	
	6. Interest charge. Enter the amount from line 4, space Q, page 8	0.00	
	7. TOTAL ROYALTY FEE PAYABLE FOR ACCOUNTING PERIOD. Add lines 4, 5, and 6		
	FILING FEE AND TOTAL REMITTANCE DUE		
Filing Fee and Total Remittance Due	Royalty Fee Payable for Accounting Period (from block 1, 2, or 3, above)	52.00	
	Filing Fee (See the instructions for more information on filing fee calculations)	15.00	
	3. TOTAL AMOUNT DUE FOR ACCOUNTING PERIOD. Add lines 2 and 3	\$	67.00
	EFT Trace # or TRANSACTION ID #		
	Important: Your remittance must be in the form of an electronic payment payable to the Register of See page i of the general instructions in the paper SA1-2 form and the Excel instructions tab for more		

Accounting Period:	2022/1	FORM SA1-2E. PAGE 7.						
Name	LEGAL NAME OF OWNER OF CABLE SYSTEM:  Laurens Municipal Broadband Communications Utility	SYSTEM ID# 62202						
M Channels	CHANNELS Instructions: You must give (1) the number of channels on which the cable system carried television broadcast stations to its subscribers, and (2) the cable system's total number of activated channels during the accounting period.  1. Enter the total number of channels on which the cable system carried television broadcast stations.  2. Enter the total number of activated channels on which the cable system carried television broadcast stations and nonbroadcast services.	23						
N Individual to	INDIVIDUAL TO BE CONTACTED IF FURTHER INFORMATION IS NEEDED (Identify an individual we can contact about this statement of account.)							
for Further Information	Name Chad Cleveland, General Manager Telephone 712	-841-4610						
	Address  272 N 3rd Street (Number, street, rural route, apartment, or suite number)  Laurens, IA 50554							
	(City, town, state, zip)  Email Chad@laurens-ia.org Fax (optional 712-841-4611							
O Certification	CERTIFICATION (This statement of account must be certified and signed in accordance with Copyright Office regulations)  • I, the undersigned, hereby certify that (Check one, but only one, of the boxes.)							
	(Owner other than corporation or partnership) I am the owner of the cable system as identified in line 1 of space B; or  (Agent of owner other than corporation or partnership) I am the duly authorized agent of the owner of the cable system as identified in line 1 of space B and that the owner is not a corporation or partnership; or							
	<ul> <li>(Officer or partner) I am an officer (if a corporation) or a partner (if a partnership) of the legal entity identified as owner of the cable system in line 1 of space B.</li> <li>I have examined the statement of account and hereby declare under penalty of law that all statements of fact contained herein are true, complete, and correct to the best of my knowledge, information, and belief, and are made in good faith. [18 U.S.C., Section 1001(1986)]</li> </ul>							
	Enter an electronic signature on the line above to certify this statement.  Enter signature using an "/s/ signature" (e.g., /s/ John Smith)							
	Typed or printed name: Chad Cleveland							
	Title: General Manager  (Title of official position held in corporation or partnership)							
	Date: 07-13-22							

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Accounting Period: 2022/1 FORM SA1-2E. PAGE 8 SYSTEM ID# LEGAL NAME OF OWNER OF CABLE SYSTEM: 62202 **Laurens Municipal Broadband Communications Utility** SPECIAL STATEMENT CONCERNING GROSS RECEIPTS EXCLUSIONS The Satellite Home Viewer Act of 1988 amended Title 17, section 111(d)(1)(A), of the Copyright Act by adding the fol-P lowing sentence: "In determining the total number of subscribers and the gross amounts paid to the cable system for the basic service of providing secondary transmissions of primary broadcast transmitters, the system shall not include sub-**Special Statement** scribers and amounts collected from subscribers receiving secondary transmissions pursuant to section 119." **Concerning Gross Receipts Exclusion** For more information on when to exclude these amounts, see the note on page (vii) of the general instructions located in the paper SA1-2 form. During the accounting period, did the cable system exclude any amounts of gross receipts for secondary transmissions made by satellite carriers to satellite dish owners? X NO Name Mailing Address Mailing Address INTEREST ASSESSMENT You must complete this worksheet for those royalty payments submitted as a result of a late payment or underpayment. O For an explanation of interest assessment, see page (viii) of the general instructions located in the paper SA1-2 form. Interest Assessment days Line 4 Multiply line 3 by 0.00274\*\* and enter here in space L (page 6), block 1, line 2, or block 2, line 8, or block 3, line 6 . . . . . \* To view the interest rate chart click on www.copyright.gov/licensing/interest-rate.pdf. For further assistance please contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov. \*\* This is the decimal equivalent of 1/365, which is the interest assessment for one day late. NOTE: If you are filing this worksheet covering a statement of account already submitted to the Copyright Office, please list below the owner, address, first community served, ID number, and accounting period as given in the original filing. Owner Address ID number First community served Accounting period

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CONTROL #: REMITTANCE #:

Cable
Worksheet

Total amount of	Number of SAs rec'd	Initials
remittance		

			Date of remittance	□Check	□EFT	□FILING	FEES
Cable ID #						Amount	Initials
Examined by	R	eviewed by	Date examination completed	Allocation	on number		
Space A Accounting			(enter four digit year and	/1 (for Jan-Jun	period) or /2 (for .	Jul-Dec period) No space	s)
Period	☐ Letter sent		☐ Information received				
	□Accepted		Phone call/Date/Contact				
Space B Owner							
	☐ Letter sent		☐ Information received				
	□Accepted □Phone call/Date/Contact						
Space D Area Served							
	☐Letter se	ent		Information re	ceived		
	□Accepted	d		Phone call/Dat	re/Contact		
Space E Secondary Transission							
Service Subscribers:	☐ Letter sent		☐Information received				
and Rates	Accepted			☐ Phone call/Date/Contact			
Space G Primary Transmitters:							
Television	Letter sent		]	☐Information received			
	□Accepted		[	☐Phone call/Date/Contact			
Space H Primary Transmitters:							
Radio	□Accepted	d	]	Phone call/Da	te/Contact		

		<u> </u>	
		Carriage	
Letter sent	☐Information received		
□Accepted	☐Phone call/Date/Contact		
		Space J Part-time	
		Carriage Log	
Letter sent	☐Information received	(SA3 only)	
□Accepted	☐Phone call/Date/Contact		
		Space K	
		Gross Receipts	
Letter sent	☐Information received		
□Accepted	☐Phone call/Date/Contact		
		Space L	
		Copyright Filing and Royalty Fees	
☐Royalty Fee should be	☐Refund request to fiscal		
☐Letter sent	☐Information received		
□Accepted	☐Phoe call/Date/Contact		
		Space M	
		Channels	
Letter sent	☐Information received		
□Accepted	☐Phone call/Date/Contact		
		Space O	
		Certification	
Letter sent	☐Information received		
Accepted	☐Phone call/Date/Contact		
		Space P	
		Statement of Gross Receipts	
	☐Information received		
	□Phone call/Date/Contact		
□Accepted	Prione cali/Date/contact	Space Q	
		Interest	
		Assessment	
Letter sent	☐Info/add'l fee received		
□Accepted	Phone call/Date/Contact		