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					
	\$					
2-26-25	ALLOCATION NUMBER					

Return completed workbook by email to:

coplicsoa@loc.gov

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

Α	ACCOUNTING PERIOD COVERED BY THIS STATEMENT: (YYYY/(Period))								
	Period 1 = January 1 - June 30 Period 2 = July 1 - December 31								
	Barcode Data Filing Period (optional - see instructions)								
Accounting 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								
	Zito West Holding LLC								
	BUSINESS NAME(S) OF OWNER OF CABLE SYSTEM (IF DIFFERENT)								
	Zito Media								
	MAILING ADDRESS OF OWNER OF CABLE SYSTEM								
	PO Box 665 (Number, street, rural route, apartment, or suite number)								
	Coudersport, PA 16915 (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 IDENTIFICATION OF CABLE SYSTEM:								
	Zito Media - Liberal								
	MAILING ADDRESS OF CABLE SYSTEM:								
	(Number, street, rural route, apartment, or suite number)								
	(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 fling, a determination that would be made by a court of law.

Accounting Period:	2024/2							
		FORM SA1-2E. PAGE 1b.						
Name	LEGAL NAME OF OWNER OF CABLE SYSTEM:	SYSTEM ID#						
Name	Zito West Holding LLC	25373						
	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						
D	separate and distinct community or municipal entity (including unincorporated communities within unincorporated areas and including single, discrete							
D	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 identified						
Served	city.							
	CITY OR TOWN	STATE						
First	Liberal	KS						
Community								
Add Rows as Necessary								

Accounting Period: 2024/2

FORM SA1-2F PAGE 2

Name

LEGAL NAME OF OWNER OF CABLE SYSTEM:

SYSTEM ID# 25373

Zito West Holding LLC

E

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.

BLO	OCK 1		BLOCK 2			
	NO. OF			NO. OF		
CATEGORY OF SERVICE	SUBSCRIBERS	RATE	CATEGORY OF SERVICE	SUBSCRIBERS	RATE	
Residential:						
 Service to first set 	44	21.18				
 Service to additional set(s) 						
• FM radio (if separate rate)						
Motel, hotel						
Commercial						
Converter						
Residential						
 Non-residential 						
	Γ	T		T	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 1					BLOCK 2		
CATEGORY OF SERVICE	RATE	CATEGORY OF SERVICE	RATE		CATEGORY OF SERVICE	RATE	
Continuing Services:		Installation: Non-residential					
Pay cable		Motel, hotel					
 Pay cable—add'l channel 		Commercial					
 Fire protection 		• Pay cable					
 Burglar protection 		Pay cable-add'l channel					
Installation: Residential		Fire protection					
First set	30.00	Burglar protection					
 Additional set(s) 		Other services:					
 FM radio (if separate rate) 		Reconnect	30.00				
 Converter 		Disconnect					
		Outlet relocation	30.00				
		Move to new address	30.00				

Accounting Period: 2024/2

Name

LEGAL NAME OF OWNER OF CABLE SYSTEM:

Zito West Holding LLC

PRIMARY TRANSMITTERS: TELEVISION

FORM SA1-2E. PAGE 3.

25373

G

Primary Transmitters: Television

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.

Į.	1. CALL SIGN	2. B'CAST CHANNEL NUMBER	3. TYPE OF STATION	4. LOCATION OF STATION
as Necessary				
		<u>"</u>		
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ļ.	KSWK	8	E	Lakin KS
	KSWK	8.1	E	Lakin KS
ľ				
ļ	KBSD	6.1	N	Ensign KS
				-

ccounting Period:	2024/2			FORM SA1-2E. PAGE 3.				
	LEGAL NAME OF OWNER OF	F CABLE SYSTEM:		SYSTEM ID#				
Name	Zito West Holding LL	С		25373				
	PRIMARY TRANSMITTERS:	TELEVISION						
G	FCC rules and regulations in effect on June 24, 1981, permitting the carriage of certain network programs [sections							
Primary Transmitters:	substitute program basis, as	s explained in the next paragraph.	. , , , , , , , , , , , , , , , , , , ,					
Television		: With respect to any distant stations ca lles, regulations, or authorizations:	rried by your cable system on a substit	ute program				
	• Do not list the station here	e in space G—but do list it in space I (th	e Special Statement and Program Log))—if the				
	station was carried <i>only</i> on • List the station here, and a	a substitute basis. also in space I, if the station was carried	both on a substitute basis and also on	some other				
	basis. For further information	on concerning substitute basis stations,	see page (v) of the general instructions					
		n's call sign. <i>Do not</i> report origination pr I with a station according to its over-the-						
	"WETA-2" as the same on t		.i.i	ain in the annual that				
		el number the FCC assigned to the telev RC is channel 4 in Washington, D.C.	vision station for broadcasting over the	air in its community				
	Column 3: Indicate in each	case whether the station is a network s						
		ring the letter "N" (for network), "N-M" (f "E" (for noncommercial educational), or						
	For the meaning of these te	erms, see page (iv) of the general instruc	ctions in the paper SA1-2 form.	•				
		n of each station. For U.S. stations, list dian stations, if any, give the name of the						
		and ordered in any, give the name of the	o community man miles and common to the					
	1. CALL SIGN	2. B'CAST CHANNEL NUMBER	3. TYPE OF STATION	4. LOCATION OF STATION				

LEGAL NAME OF OWNER OF CABLE SYSTEM:

SYSTEM ID#

Zito West Holding LLC

25373

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
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Accounting Perio	d: 2024/2						FOR	M SA1-2E. PAGE 5.		
	LEGAL NAME OF OWNER OF	CABLE SYS	ГЕМ:					SYSTEM ID#		
Name	Zito West Holding LLC							25373		
ı	SUBSTITUTE CARRIAGE	_	_			414				
Substitute	In General: In space I, identi substitute basis during the a explanation of the programm	ccounting pe	eriod, under spe	ecific present and former FC	CC rules, regul	ations, or a	uthorizations.	For a further		
Carriage:	1. SPECIAL STATEMENT	CONCER	NING SUBST	ITUTE CARRIAGE						
Special Statement and	 During the accounting per 	iod, did you	ır cable systen	n carry, on a substitute bas	sis, any nonn	etwork tele	vision progra	ı <u>m</u>		
Program Log	broadcast by a distant stati	proadcast by a distant station?								
.5	Note: If your answer is "No	", leave the	rest of this pa	ge blank. If your answer is	"Yes," you m	ust comple	ete the progr	am		
	log in block 2.		•	,	•					
	2. LOG OF SUBSTITUTE									
	In General: List each substiclear. If you need more spa				wherever po	ssible, if th	neir meaning	is		
				rision program ("substitute	program") th	at, during	the accountir	ng		
	period, was broadcast by a	distant stat	ion and that yo	our cable system substitute	ed for the pro	gramming	of another st	ation		
	under certain FCC rules, re Do not use general categor	gulations, o	or authorization	ns. See page (v) of the ger	neral instruction	ons for furt	ther informati	on.		
	"NBA Basketball: 76ers vs.		MICS OI DASKI	etball. List specific progra	III IIIIES, IOI E.	varribie, i	LOVE LUCY O	1		
				er "Yes." Otherwise enter "						
				asting the substitute progr he community to which the		ensed by t	he FCC or. ir	1		
	the case of Mexican or Car	adian statio	ons, if any, thè	community with which the	station is ide	ntified).				
			when your sys	stem carried the substitute	program. Us	e numerals	s, with the mo	onth		
	first. Example: for May 7 giv Column 6: State the time		e substitute pro	ogram was carried by your	cable system	n. List the t	imes accurat	ely		
	to the nearest five minutes.							,		
	stated as "6:00–6:30 p.m."	er "R" if the	listed program	n was substituted for progr	amming that	vour evete	m was requir	red		
	to delete under FCC rules a	and regulati	ons in effect d	uring the accounting perio	d; enter the le	etter "P" if t	the listed pro	gram		
	was substituted for program		our system wa	as permitted to delete und	er FCC rules	and regula	ations in			
	effect on October 19, 1976.									
						N SUBST				
	S		E PROGRAM			AGE OCC		7. REASON FOR DELETION		
	TITLE OF PROGRAM	2. LIVE? Yes or No	3. STATION'S CALL SIGN	4. STATION'S LOCATION	5. MONTH AND DAY	FROM	TIMES TO			
							_			
							_			
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							_			
							_			

Accounting Period:	2024/2	FORM S	A1-2E. PAGE 6.						
Name	LEGAL NAME OF OWNER OF CABLE SYSTEM:	S	YSTEM ID#						
	Zito West Holding LLC		25373						
K Gross Receipts	GROSS RECEIPTS Instructions: The figure you give in this space determines the form you file and the amount you pay all amounts (gross receipts) paid to your cable system by subscribers for the system's secondary tra (as identified in space E) during the accounting period. For a further explanation of how to compute to 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.	nsmission service this amount, see	7,765.17						
_	COPYRIGHT ROYALTY FEE	<u> </u>							
Copyright Royalty Fee	Instructions: To compute the royalty fee you owe: • Complete block 1, block 2, or block 3.								
	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 fo accounting period is \$52.00	r this 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						
	BLOCK 2: GROSS RECEIPTS OF \$263,800 OR LESS (but more than \$13	37,100)							
	Base amount under statutory formula	00_							
	Enter amount of gross receipts from space K								
	3. Subtract line 2 from line 1								
	4. 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)								
	8. 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	· · · <u> </u>							
	BLOCK 3: GROSS RECEIPTS OF MORE THAN \$263,800 (but less than \$	527,600)							
	Enter the amount of gross receipts from space K								
	2. Base amount under statutory formula	00_							
	3. Subtract line 2 from line 1	<u></u>							
	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	1. Royalty Fee Payable for Accounting Period (from Block 1, 2, or 3, above)	52.00							
Due	2. 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						
	Important: Your remittance must be in the form of an electronic payment payable to the Re See page i of the general instructions in the paper SA1-2 form for more inform		its!						

Accounting Period:	2024/2			FORM SA1-2E. PAGE 7.
Name	LEGAL NAME OF C	OWNER OF CABLE SYSTEM:		SYSTEM ID# 25373
M Channels	to its subscribe 1. Enter the total system carrie 2. Enter the total on which the	rs, and (2) the cable system's to al number of channels on which ad television broadcast stations al number of activated channels cable system carried television		94
N Individual to Be Contacted		D BE CONTACTED IF FURTHE about this statement of account	ER INFORMATION IS NEEDED (Identify an individual to whom t.)	
for Further Information	Name	Teri McMullen		Telephone 814-260-0434
	Address	PO Box 665 (Number, street, rural route, apartme Coudersport PA 16915 (City, town, state, zip)	,	
	Email	teri.mcmullen@z	itomedia.com Fax (optional	
O Certification	I, the undersigned (Owned) (Agent) X (Office) I have examined	od, hereby certify that (Check one, or other than corporation or part of owner other than corporation in line 1 of space B and that the corporation of partner) I am an officer (if a in line 1 of space B. the statement of account and here, and correct to the best of my k	st be certified and signed in accordance with Copyright Office re but only one, of the boxes.) thership) I am the owner of the cable system as identified in line 1 of on or partnership) I am the duly authorized agent of the owner of the owner is not a corporation or partnership; or a corporation) or a partner (if a partnership) of the legal entity identified the declare under penalty of law that all statements of fact contained throwledge, information, and belief, and are made in good faith.	of space B; or he cable system as identified hed as owner of the cable system
		Typed or printed n	X /s/James Rigas Enter an electronic signature on the line above to certify this stateme Enter signature using an "/s/ signature" (e.g., /s/ John Smith) name: James Rigas President	nt.
		(Title Date:	of official position held in corporation or partnership) 02/27/2025	

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Accounting Period: 2024/2 FORM SA1-2E. PAGE 8 LEGAL NAME OF OWNER OF CABLE SYSTEM: SYSTEM ID# 25373 Zito West Holding LLC 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-"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 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. For an explanation of interest assessment, see page (viii) of the general instructions located in the paper SA1-2 form. Interest Assessment 1% davs Line 3 Multiply line 2 by the number of days late and enter the sum here x 0.00274 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 (interest charge) * 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@loc.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

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 fling, a determination that would be made by a court of law.

CONTROL #: REMITTANCE #:

Radio

Accepted

C	Cable Worksheet		Total amount of remittance	Number of SAs re	ec'd	Initials	
			Date of remittance	Check EFT	FIL	ING FEES	
Cable ID #					Amount	Initial	
Examined by		Reviewed by	Date examination completed	Allocation number			
Space A Accounting Period							
	Jani	uary 1 - June 30, 2017]	July 1 - December 31, 2017			
	Lett	er sent]	Information received			
	Acc	epted		Phone call/Date/Contact			
Space B Owner							
	Lett	er sent	[Information received			
	Acc	epted	[Phone call/Date/Contact			
Space D Area Served							
	Lett	er sent	[Information received			
	Acc	epted	[Phone call/Date/Contact			

Area Served				
	Letter sent	Information received		
	Accepted	Phone call/Date/Contact		
Space E Secondary Transission				
Service Subscribers: and Rates	Letter sent	Information received	☐ Information received	
	Accepted	Phone call/Date/Contact		
Space G Primary Transmitters:				
Television	Letter sent	☐ Information received		
	Accepted	Phone call/Date/Contact		
Space H Primary Transmitters:				

Phone call/Date/Contact

		Space I Substitute 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	
Letter sent	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
Letter sent	Information received	
Accepted	Phone call/Date/Contact	
		Space Q Interest Assessment
Letter sent	☐ Info/add'l fee received	
Accepted	Phone call/Date/Contact	