



Making Statutory License Royalty Payments Using Pay.gov

Frequently Asked Questions

▶ **Am I required to use Pay.gov to pay my royalty and filing fees?**

Yes. As of July 1, 2022, the Licensing Section only accepts royalty and filing fee payments through Pay.gov.

▶ **Can I pay all current, past, and future royalty and filing fees using Pay.gov?**

Yes. Using Pay.gov is required for current, past, and future royalty and filing fee payments.

▶ **Will I still be able to use Fedwire or ACH?**

No. Pay.gov is the only option for making royalty and filing fee payments.

▶ **Do I have to create a Pay.gov account?**

No. You do not have to create an account to make payments via Pay.gov. However, creating an account on Pay.gov will allow you to see your payment history, store payment information, and copy previously submitted forms to make a new payment.

▶ **Will I still be able to use the private form on Pay.gov?**

No. The private form previously in use on Pay.gov was retired on June 30, 2022. You will no longer be able to use the private form to make Pay.gov payments.

▶ **How do I file my statement of account electronically?**

The Licensing Section has released fillable Excel versions of both the short- and long-form statement of account to facilitate **the electronic process**. Following the instructions on the Excel form, fill out the Excel workbook with the same information as on the paper forms and electronically sign with an “s-signature” (for example, /s/ John Smith). Once the form is completed, email the statement in the Excel format with a copy of your remittance advice form, as attachments, to the Licensing Section at 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: The Licensing Section recommends filing electronically. Submit statements via one method only. Do not submit statements both electronically and by mail.

▶ **Will I still use the same remittance advice form as used for previous accounting periods?**

No. The remittance advice form you should use will be accessible through Pay.gov.

▶ **How do I submit the remittance advice form?**

Cable companies will have to create and upload the remittance advice form provided by the Office through Pay.gov. On the **Pay.gov form**, download the Excel template by clicking the “Download Excel Template” link, enter the relevant information, save the template as a CSV (Comma Delimited) file to your computer, and upload the file to Pay.gov upon completion. For more information, view the **Pay.gov tutorial**.

Note: Make sure you save the file as Comma Delimited, since there are other CSV types available.

▶ ***This is my system's first filing. How do I get a cable ID number?***

The ID number used by cable statement of account filers is a unique number assigned by the Licensing Section 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 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 Section at licensing@copyright.gov or (202) 707-8150.

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

▶ ***What is the company ID number for ACH debit transactions?***

The company ID number is 0000798502.

▶ ***If we use a credit card, will there be a statement of the charges reflected on the credit card statement with a description available?***

Yes, there will be a statement of the charges on the form. The credit card statement description should be "USCO Licensing Section."