



How to Make Statutory License Royalty Payments Using Pay.gov

A Tutorial

The U.S. Copyright Office is responsible for administering the statutory licenses for secondary transmissions of radio and television programs by cable and satellite systems and for importing, manufacturing, and distributing digital audio recording devices or media by digital audio recording technology (DART) manufacturers and importers. To comply with copyright statutory license requirements, cable systems, satellite carriers, and DART manufacturers and importers must file statements of account with the Copyright Office and pay royalty fees using Pay.gov. Cable systems and satellite carriers are also required to pay a filing fee.

Using Pay.gov benefits both remitters and the Copyright Office. It ensures that the Office can receive, reconcile, and post payments in the same transaction. It also provides remitters with the convenience of using a credit or debit card as a form of payment. Most importantly, using Pay.gov eliminates the need for remitters to separately complete the remittance advice form. Instead, remitters provide the remittance advice form through Pay.gov at the same time they submit payments.

This tutorial complements **Circular 74**, which details the Pay.gov payment submission process.

Using Pay.gov requires remitters to complete the following steps:

1. All remitters must complete a Pay.gov form designed for the specific royalty type (cable, satellite, or DART). Once completed, this form is sent automatically to the Office's Licensing Section. Remitters are also required to attach a printout of the completed Pay.gov form and remittance advice form to corresponding statements of account submitted to the Office.
2. The cable system Pay.gov form requires remitters to fill in summary information by accounting year and period for all submitted statements of account. Cable remitters must also complete and upload a remittance advice form using the appropriate Excel spreadsheet template provided by the Office on the Pay.gov form, which asks for detailed information to allow the Copyright Office to link payments to the corresponding statements of account.
3. All remitters must submit payment for royalties and filing fees, as applicable, through an Automated Clearing House (ACH) transfer, debit card, or credit card.

Before You Begin

Retrieve your system identification number, which is a unique number assigned by the Licensing Section, to complete the EFT process.

- If you are a first-time remitter, you may use 00000 or 99999 as the system identification number in the ID Number field during the EFT process; upon receipt of the statement(s) of account, the Licensing Section will assign the identification number(s).
- Cable system remitters can find their system identification number by visiting the **Search LDS database** and searching by their company's legal name or first community.
- If you need additional assistance, contact the Licensing Section at **licensing@copyright.gov** or (202) 707-8150.

Contact your bank to determine if your account will accept an ACH debit or credit. The Federal Reserve Bank of Cleveland, 1455 East 6th St., Cleveland, OH, 44114, processes Pay.gov funds. Some banks require this information.

Refer to **Circular 76** for current filing fees for cable and satellite statements of account.

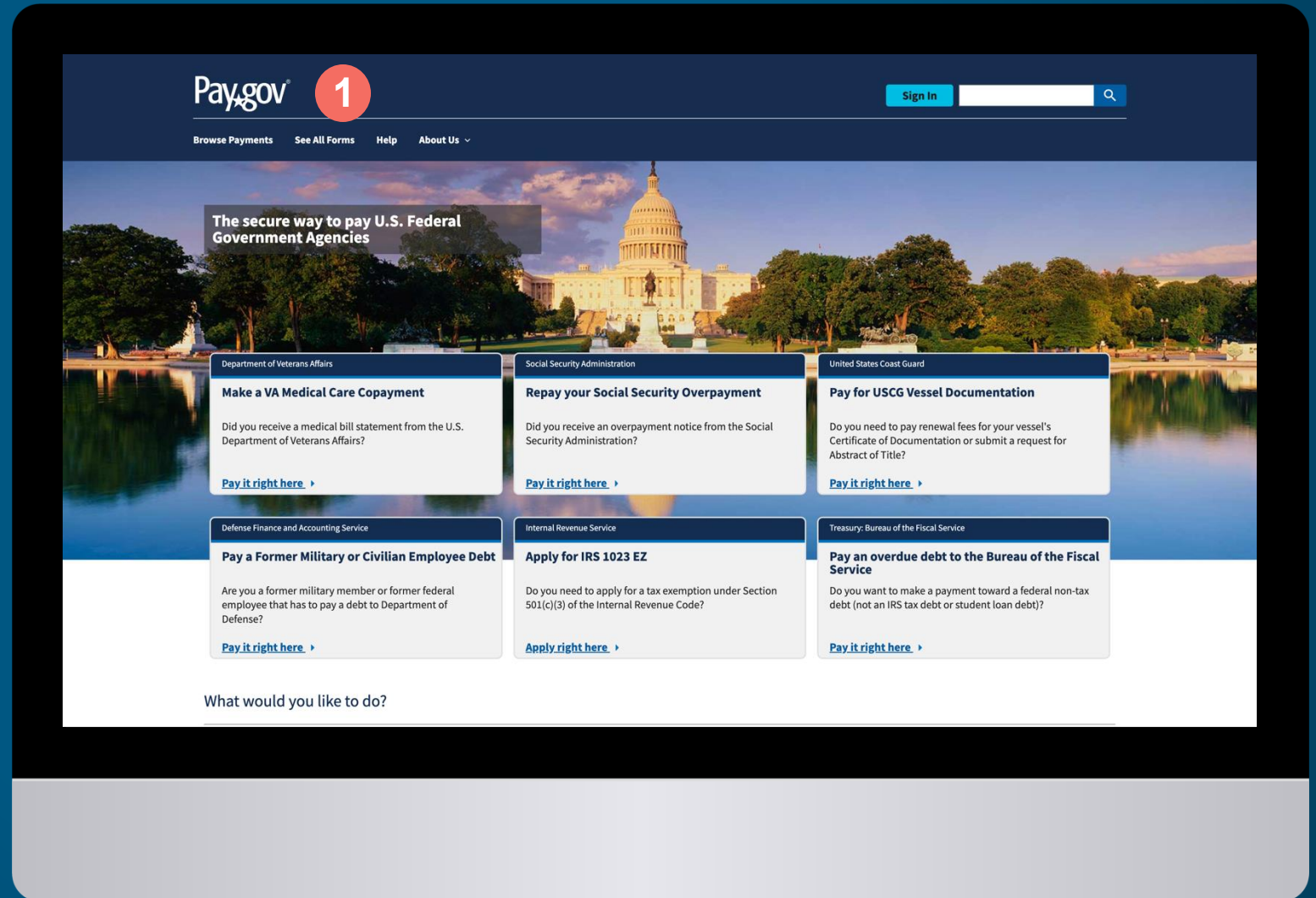
COMPLETING THE EFT PROCESS USING PAY.GOV



To begin the EFT process, remitters need to select the Pay.gov form that corresponds to their type of royalty payment (cable, satellite, or DART) and the payment method.

Go to the Pay.gov website, **www.Pay.gov**. For the best experience, use Google Chrome or Microsoft Edge.

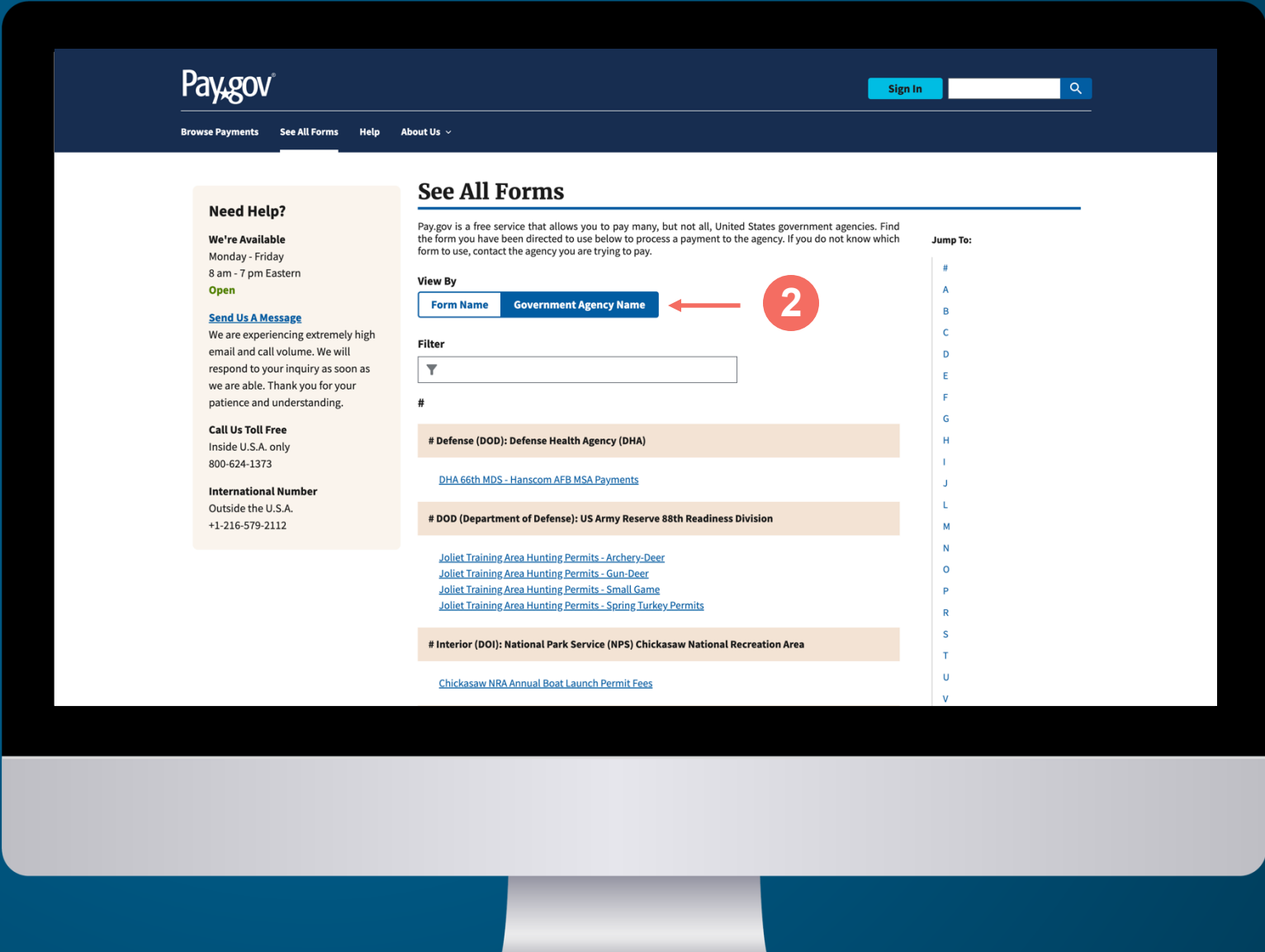
1 Click on *See All Forms*.



COMPLETING THE EFT PROCESS USING PAY.GOV



2 Sort view by *Government Agency Name*.



COMPLETING THE EFT PROCESS USING PAY.GOV

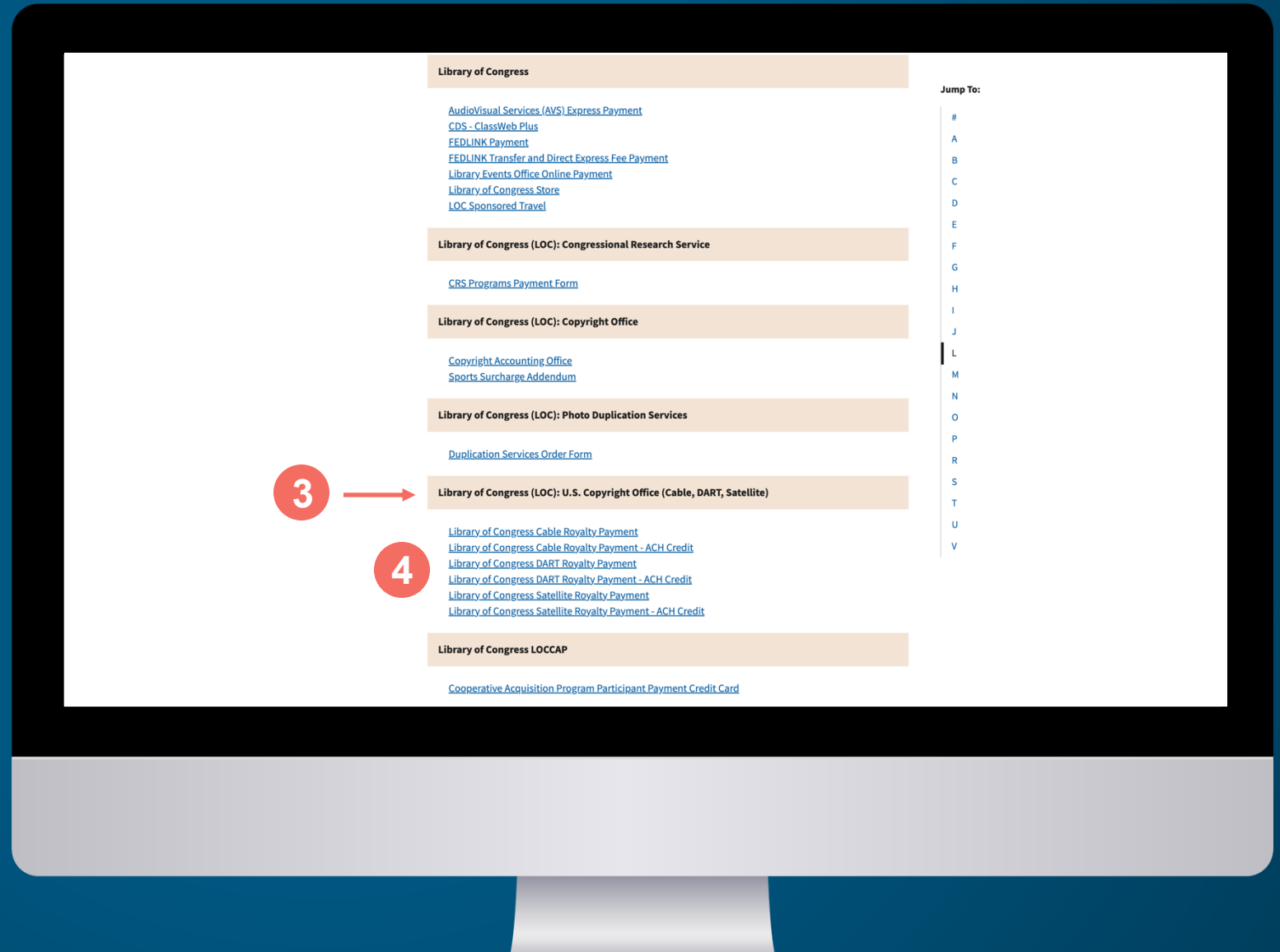


3 Scroll down to *Library of Congress (LOC): U.S. Copyright Office (Cable, DART, Satellite)*.

4 Each type of royalty payment (*Cable, DART, Satellite*) has two options depending on method of payment.

Select the type of royalty payment and method of payment. For example,

- *Library of Congress Cable Royalty Payment* (credit card, debit card, or ACH debit), OR
- *Library of Congress Cable Royalty Payment – ACH Credit*



COMPLETING THE EFT PROCESS USING PAY.GOV



5 Click *Preview Form* to preview.

6 Click *Continue to the Form*.

Note: For Satellite Royalty Payment Form example **see page 17**.

For DART Royalty Payment Form example **see page 20**.

COMPLETE AGENCY FORM (*CABLE*)



Library of Congress Cable Royalty Payment Form

Cable companies should follow the instructions on the Pay.gov form, which will request summary information by accounting year and period for all submitted statements of account.

- 1 Enter company information.
Click *Next*.

The screenshot shows the 'Library of Congress Cable Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled 'Company Information' with a '1 of 3' indicator. The United States Copyright Office logo is displayed, followed by the text 'United States Copyright Office Pay Royalties for Cable'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A link for 'Filing Instructions' is provided. A red circle with the number '1' is overlaid on the form. The form contains several required fields marked with an asterisk: 'Remitter's (Company) Name', 'Address', 'City', 'State/Country', 'Postal Code', 'Contact Name', 'Phone Number', 'Email Address', and 'Legal Name'. A note at the bottom of the form says '(See Space B of Statement of Account)'. At the bottom of the form, there are two buttons: 'Next' and 'View PDF'. A footer at the very bottom says 'We're here to help!' with a plus sign icon.

COMPLETE AGENCY FORM (CABLE)

2 Enter the following summary information by accounting year and period for all submitted statements of account:

- Accounting year and period
- Any system identification number and corresponding first community served (city, state)
- Totals for each type of filing fee
- Total for royalty fee and interest (if applicable)
- Total amendment fee (if applicable)

The screenshot shows the 'Library of Congress Cable Royalty Payment' web application. The progress bar at the top indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. The main heading is 'United States Copyright Office Pay Royalties for Cable'. Below this, there are instructions for remitters to download and attach a completed copy of the form to their statement submission. A 'Filing Instructions' link is provided. A note states that the Cable ID # (Filing #) is a unique number assigned by the Licensing Division. Below this, a table is provided for remitters to enter their filing information, including Year, Period, ID # (Filing #), First Community Served (City, State), Total SA-1 Filing Fee, Total SA-2 Filing Fee, Total SA-3 Filing Fee, Royalty & Interest (if applicable), Amendment Fee (if applicable), and Total Amount. The 'Total Amount' field is currently set to \$0.00. At the bottom of the form, there are buttons for 'Add Another', 'Previous', 'Next', and 'View PDF'. A footer message says 'We're here to help!' with a plus icon.

Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

2 of 3 Fee Information

United States Copyright Office
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

* Required Field

NOTE: The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov.

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, remitters must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and Interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

IMPORTANT: You must download Excel template and complete it before proceeding.
[Click here to Download Excel Template](#)

Line 1:
Year *
Period *
ID # (Filing #) *
First Community Served (City, State) *

Total SA-1 Filing Fee
Total SA-2 Filing Fee
Total SA-3 Filing Fee

Royalty & Interest
(if applicable)
Amendment Fee
(if applicable)
Total Amount
\$0.00

[Add Another](#)

[Previous](#) [Next](#)

[View PDF](#)

We're here to help!

COMPLETE AGENCY FORM (*CABLE*)



Cable companies must *also* create and upload a remittance advice form to Pay.gov using the appropriate Excel spreadsheet template provided by the Office.

3 Download the Excel template by clicking *Download Excel Template* link.

The screenshot shows the 'Library of Congress Cable Royalty Payment' form, specifically the '3. Fee Information' step. The form is titled 'United States Copyright Office Pay Royalties for Cable'. It includes a progress bar at the top with five steps: 'Before You Begin', 'Complete Agency Form', 'Enter Payment Info', 'Review & Submit', and 'Confirmation'. The 'Complete Agency Form' step is currently active. The form contains several sections of text and input fields. A red circle with the number '3' is overlaid on the form. The form includes a 'NOTE' about the Cable ID # (Filing #) and a link to 'Download Excel Template'. It also has a table for entering fee information, with columns for 'Line #', 'Year', 'Period', 'ID # (Filing #)', 'First Community Served (City, State)', 'Total SA-1 Filing Fee', 'Total SA-2 Filing Fee', 'Total SA-3 Filing Fee', 'Royalty & Interest (if applicable)', 'Amendment Fee', and 'Total Amount'. There are buttons for 'Add Another', 'Previous', 'Next', and 'View PDF'. At the bottom, there is a 'We're here to help!' link.

Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

3 of 3 Fee Information

United States Copyright Office
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

* Required Field

NOTE: The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov.

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, remitters must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and Interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

IMPORTANT: You must download Excel template and complete it before proceeding.
[Click here to Download Excel Template](#)

Line 1:
Year *
Period * ID # (Filing #) * First Community Served (City, State) *
Total SA-1 Filing Fee Total SA-2 Filing Fee Total SA-3 Filing Fee
Royalty & Interest (if applicable) Amendment Fee Total Amount
\$0.00

+ Add Another

Previous Next

View PDF

We're here to help!

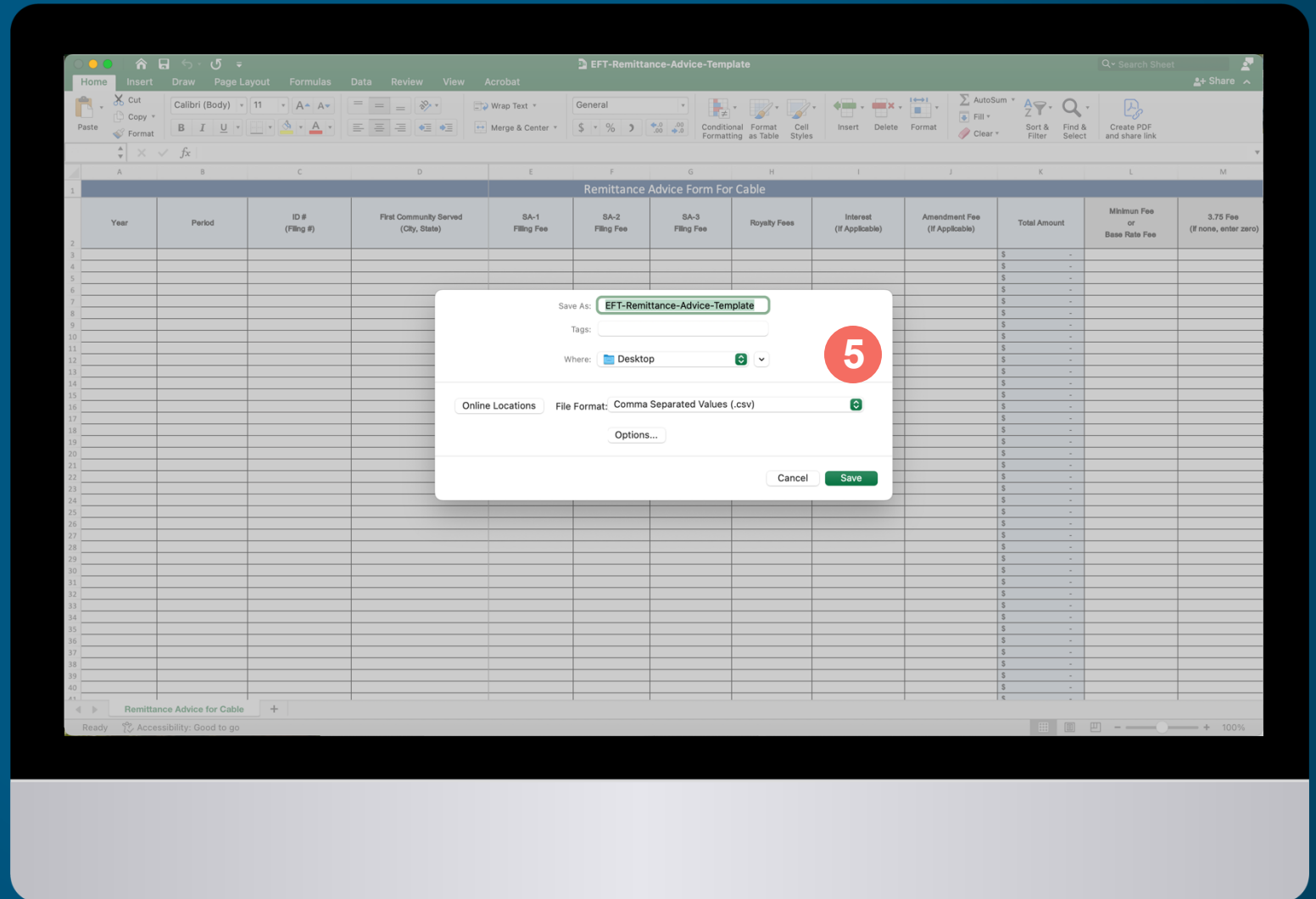


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COMPLETE AGENCY FORM (*CABLE*)

- 5 Save the template as a CSV (comma delimited, .csv) file to your computer. You will upload the file to Pay.gov after completing the form.



COMPLETE AGENCY FORM (CABLE)



6 Click *Next*.

Library of Congress Cable Royalty Payment

1

2

3

4

5

Before You Begin

Complete Agency Form

Enter Payment Info

Review & Submit

Confirmation

2 of 3

Fee Information

United States Copyright Office

Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

* Required Field

NOTE: The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or license@uscourt.gov.

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, remitters must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and Interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

IMPORTANT: You must download Excel template and complete it before proceeding.

[Click here to Download Excel Template](#)

Line 1:

Year *

Period *

ID # (Filing #) *

First Community Served (City, State) *

Total SA-1 Filing Fee

Total SA-2 Filing Fee

Total SA-3 Filing Fee

Royalty & Interest (If applicable)

Amendment Fee (If applicable)

Total Amount \$0.00

+ Add Another

Previous

Next

View PDF

6

We're here to help!

COMPLETE AGENCY FORM (*CABLE*)

7 Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

Click *Continue*.

Library of Congress Cable Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

of 3 Totals

United States Copyright Office
Pay Royalties for Cable

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

* Required Field

Table

	Count	Amount
Form Type SA-1 Filing Fee Total	0	\$0.00
Form Type SA-2 Filing Fee Total	0	\$0.00
Form Type SA-3 Filing Fee Total	0	\$0.00
Royalty & Interest Amount Total		\$0.00
Amendment Fee Total	0	\$0.00
Total Payment Amount		\$0.00

PRIVACY ACT NOTICE: Section 111 of title 17, United States Code, authorizes the Copyright Office to collect the personally identifying information (PII) requested on this form and any forms included as part of this submission in order to process your payment. PII is any personal information that can be used to identify or contact an individual, such as names, addresses, and telephone numbers. The Copyright Office collects this PII in order to allocate your payment by electronic funds transfer (EFT). By providing PII, you are agreeing to the routine use of it to establish and maintain a public record, which includes being available for public inspection and being included in search reports prepared for the public. The effects of not providing the PII requested are that it may delay the allocation of your payment 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.

Previous Continue View PDF

We're here to help!

COMPLETE AGENCY FORM (*CABLE*)



8 Click *Attach* and select the CSV file you saved to your computer.

9 Click *Next*.

To continue to the next step, go to **page 23**.

Library of Congress Cable Royalty Payment

Before You Begin Complete Agency Form Enter Payment Info Review & Submit Confirmation

Add Attachment

This form is configured to allow one file attachment. Please browse and attach a file. The file must have a file extension of CSV and cannot exceed a size of 15MB.

Select File

8 Attach

Previous Cancel Next 9

We're here to help! +

COMPLETE AGENCY FORM (*SATELLITE*)



Library of Congress Satellite Royalty Payment Form

Satellite Companies should follow the instructions on the form, which will request information for each submitted statement of account.

1 Enter company information.

Click *Next*.

The screenshot shows the 'Library of Congress Satellite Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '1 of 3 Company Information'. The United States Copyright Office logo is displayed, followed by the text 'United States Copyright Office Pay Royalties for Satellite'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A link for 'Filing Instructions' is provided. A red asterisk indicates required fields. The form includes the following fields: 'Remitter's (Company) Name *', 'Address *', 'City *', 'State/Country *' (with a dropdown arrow), 'Postal Code *', 'Contact Name *', 'Phone Number *', 'Email Address *', and 'Legal Name *'. A note below the 'Legal Name' field says '(See Space B of Statement of Account)'. At the bottom, there are 'Next' and 'View PDF' buttons. A red circle with the number '1' is overlaid on the left side of the form, corresponding to the first step.

COMPLETE AGENCY FORM (*SATELLITE*)



2 Enter the following information for each submitted statement of account:

- Filing year and period
- Identification number
- Filing fee
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

Click *Next*.

The screenshot shows the 'Library of Congress Satellite Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the heading '2 of 3 Fee Information' is displayed. The United States Copyright Office logo and name are shown, followed by the title 'Pay Royalties for Satellite'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' Below this, a red asterisk indicates a 'Required Field'. A detailed note explains the Satellite ID #: 'NOTE: The Satellite ID # is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov.' The form contains a table for 'Line 1:' with the following fields: 'Year' (text input), 'Period' (text input with a dollar sign), 'ID #' (text input), 'Filing Fee' (text input), 'Royalty & Interest' (text input with '(if applicable)' below it), 'Amendment Fee' (text input with '(if applicable)' below it), and 'Total Amount' (text input showing '\$0.00'). Below the table is a blue button labeled '+ Add Another'. At the bottom of the form are three buttons: 'Previous', 'Next', and 'View PDF'. A footer bar at the very bottom says 'We're here to help!' with a plus icon on the right.

Line 1:						
Year	Period *	ID # *				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Filing Fee *	Royalty & Interest	Amendment Fee	Total Amount			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>			
	(if applicable)	(if applicable)				

+ Add Another

Previous Next View PDF

We're here to help! +

COMPLETE AGENCY FORM (*SATELLITE*)



3 Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

4 Click *Continue*.

To continue to the next step, go to **page 23**.

The screenshot shows the 'Library of Congress Satellite Royalty Payment' form, specifically the 'Totals' section (Step 3 of 3). The progress bar at the top indicates the following steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. The 'Totals' section includes the following fields:

- Total Filing Fee: \$0.00
- Total Royalty & Interest: \$0.00
- Total Amendment Fee: \$0.00
- Total Payment Amount: \$0.00

Below the fields is a 'PRIVACY ACT NOTICE' section. At the bottom of the form, there are three buttons: 'Previous', 'Continue' (highlighted with a red circle and the number 4), and 'View PDF' (highlighted with a red circle and the number 3). A footer bar at the bottom of the form contains the text 'We're here to help!' and a plus sign icon.

COMPLETE AGENCY FORM (*DART*)



Library of Congress DART Royalty Payment Form

DART manufacturers and importers should follow the instructions on the form, which will request the following information for each submitted statement of account.

1 Enter company information.

Click *Next*.

The screenshot shows the 'Library of Congress DART Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '1 of 3 Company Information'. The United States Copyright Office logo is displayed, followed by the text 'United States Copyright Office Pay Royalties for DART'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A link for 'Filing Instructions' is provided. A red asterisk indicates required fields. The form includes input fields for: Remitter's (Company) Name, Address, City, State/Country (with a dropdown arrow), Postal Code, Contact Name, Phone Number, and Email Address. A 'Legal Name' field is also present, with a note '(See Space B of Statement of Account)' below it. At the bottom, there are 'Next' and 'View PDF' buttons. A large red circle with the number '1' is overlaid on the left side of the form, corresponding to the first step.

COMPLETE AGENCY FORM (*DART*)



2 Enter the following information for each submitted statement of account:

- Fiscal year
- Filing period/quarter
- Identification number
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

The screenshot shows the 'Library of Congress DART Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '2 of 3 Fee Information' and features the United States Copyright Office logo and the text 'United States Copyright Office Pay Royalties for DART'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A red asterisk indicates a required field. A detailed note explains the DART ID #: 'NOTE: The DART ID # is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov.' The form contains a table for 'Line 1:' with four columns: 'Fiscal Year Start *', 'Fiscal Year End *', 'Filing Period/Quarter Start *', and 'Filing Period/Quarter End *'. Each column has a date input field (MM/DD/YYYY) and a calendar icon. Below the table, there are four rows of input fields: 'ID # *', 'Royalty & Interest (if applicable)', 'Amendment Fee (if applicable)', and 'Total Amount' (pre-filled with '\$0.00'). A blue '+ Add Another' button is located below the table. At the bottom of the form, there are 'Previous', 'Next', and 'View PDF' buttons. A footer bar contains the text 'We're here to help!' and a plus icon.

Library of Congress DART Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

2 of 3 Fee Information

United States Copyright Office
Pay Royalties for DART

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

* Required Field

NOTE: The DART ID # is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or licensing@copyright.gov.

Line 1:	Fiscal Year Start *	Fiscal Year End *	Filing Period/Quarter Start *	Filing Period/Quarter End *
	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
	<input type="text" value="ID # *"/>	<input type="text" value="Royalty & Interest (if applicable)"/>	<input type="text" value="Amendment Fee (if applicable)"/>	<input type="text" value="Total Amount \$0.00"/>

+ Add Another

Previous Next

View PDF

We're here to help! +

COMPLETE AGENCY FORM (*DART*)



3 Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

4 Click *Continue*.

Library of Congress DART Royalty Payment

3 of 3 Totals

United States Copyright Office
Pay Royalties for DART

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

* Required Field

Total Royalty & Interest
\$0.00

Total Amendment Fee
\$0.00

Total Payment Amount
\$0.00

PRIVACY ACT NOTICE: Chapter 10 of title 17, United States Code, authorizes the Copyright Office to collect the personally identifying information (PII) requested on this form in order to process your payment. PII is any personal information that can be used to identify or contact an individual, such as names, addresses, and telephone numbers. The Copyright Office collects this PII in order to identify the entities making the royalty payments. By providing your PII, you are agreeing to this routine use of it. The effects of not providing the PII requested are that it may delay processing of your statement of account and it may affect the legal sufficiency of the filing, a determination that would be made by a court of law.

[Previous](#) [Continue](#)

[View PDF](#)

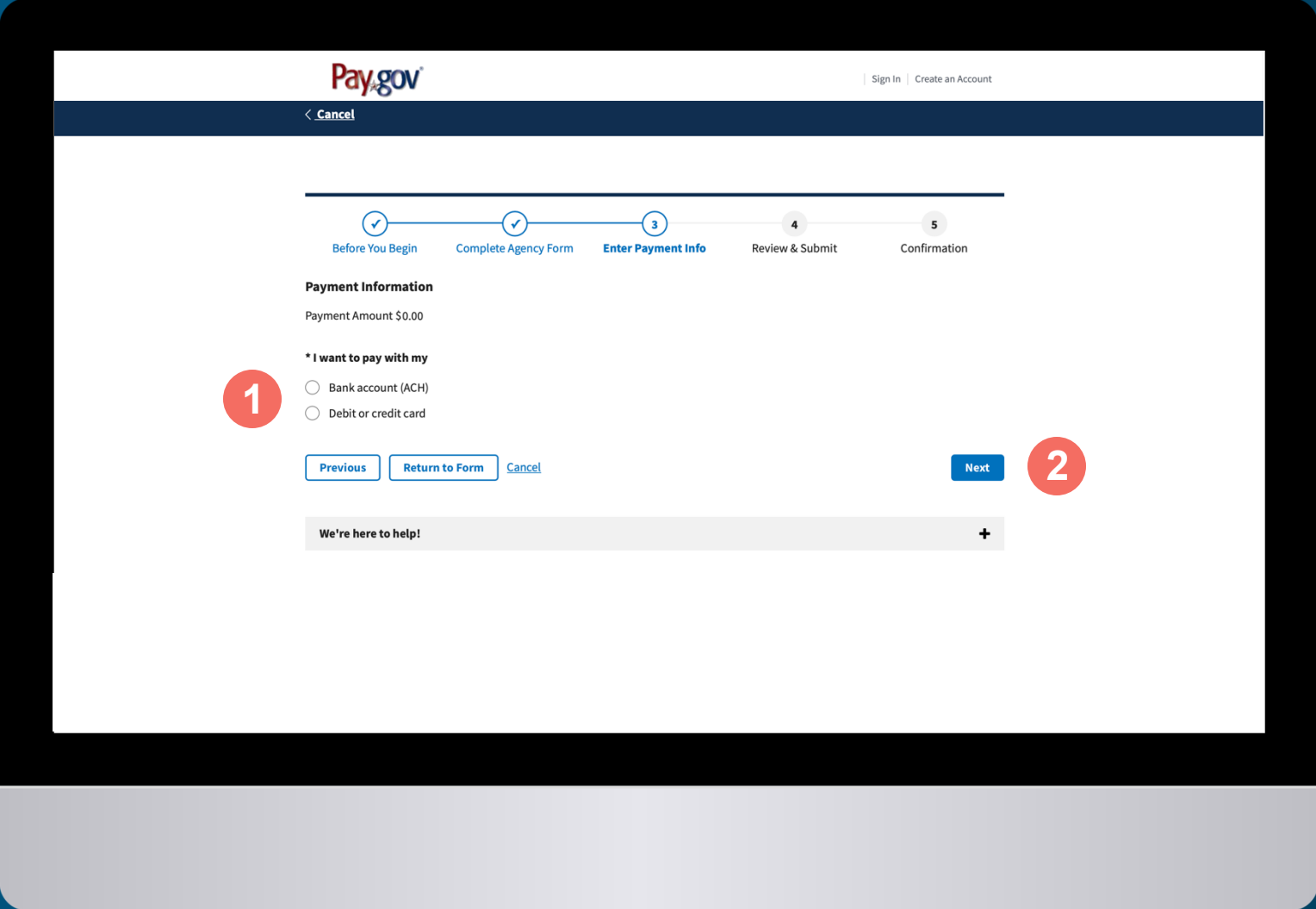
We're here to help! +

Enter Payment Information

After completing the relevant Pay.gov form and clicking *Continue*, all filers will advance to the payment page and have the ability to select a bank account (ACH transfer) or debit or credit card payment.

1 Select payment method.

2 Click *Next*.



The screenshot shows the Pay.gov 'Enter Payment Info' page. At the top, the Pay.gov logo is on the left, and 'Sign In' and 'Create an Account' links are on the right. Below the header is a navigation bar with a '< Cancel' link. A progress bar shows five steps: 'Before You Begin' (checked), 'Complete Agency Form' (checked), 'Enter Payment Info' (active, circled in blue), 'Review & Submit', and 'Confirmation'. Below the progress bar, the section is titled 'Payment Information' with a 'Payment Amount \$0.00'. A red circle with the number '1' is next to the heading '* I want to pay with my'. Below this are two radio button options: 'Bank account (ACH)' and 'Debit or credit card'. At the bottom of the form are three buttons: 'Previous', 'Return to Form', and 'Cancel'. To the right of these buttons is a blue 'Next' button, which is circled in red with the number '2'. At the very bottom, there is a grey bar with the text 'We're here to help!' and a plus sign icon.

ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



Bank Account (ACH) Payments

- 1 Confirm payment amount, payment date, and account holder's name are correct. Update the information as needed.
- 2 Select an account type from the drop-down menu.

The screenshot shows the Pay.gov interface for entering payment information. At the top, the Pay.gov logo is on the left, and 'Sign In' and 'Create an Account' links are on the right. Below the header is a navigation bar with a '< Cancel' link. A progress bar indicates the current step is 'Enter Payment Info' (step 3), with previous steps 'Before You Begin' and 'Complete Agency Form' marked as complete, and subsequent steps 'Review & Submit' and 'Confirmation' pending. The main content area prompts the user to 'Please provide the payment information below. Required fields are marked with an *'. The form includes the following fields and elements:

- * Payment Amount:** A text input field with a red circle '1' next to it.
- * Payment Date (mm/dd/yyyy):** A text input field with two buttons below it: 'Earliest Payment Date' and 'Choose Payment Date'.
- * Account Holder Name:** A text input field.
- * Select Account Type:** A dropdown menu with 'Select ...' as the placeholder text, with a red circle '2' next to it. Below the dropdown are two images of checks: a yellow check from 'John A. Smith' and a blue check from 'John A. Smith'.

ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



- 3 Enter the financial institution's routing and account numbers. Confirm the account number.
- 4 To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.
- 5 Click *Review and Submit Payment* when you are satisfied the information is correct.

A screenshot of a web form for entering payment information, displayed on a computer monitor. The form has a white background and is titled "ENTER PAYMENT INFORMATION (BANK ACCOUNT)". It contains three input fields: "* Routing Number", "* Account Number", and "* Confirm Account Number". Below the input fields are three buttons: "Previous", "Return to Form", and "Cancel". To the right of these buttons is a blue button labeled "Review and Submit Payment". At the bottom of the form is a grey bar with the text "We're here to help!" and a plus sign icon. Red circles with numbers 3, 4, and 5 are overlaid on the form to indicate the steps: 3 points to the input fields, 4 points to the "Previous" button, and 5 points to the "Review and Submit Payment" button.

ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



Debit and Credit Card Payments

- 1 Confirm that the payment amount and cardholder's name are correct. Update the information as needed.
- 2 Enter the billing address.

Note: The Company ID for the ACH debit transactions is: 0000798502.

ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



- 3 Enter the debit or credit card information.

NOTE: The daily maximum limit for credit card transactions is \$24,999.99 per card. There is no limit for debit cards.

- 4 To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.

- 5 Click *Review and Submit Payment* when you are satisfied the information is correct.

* State/Province
Select State/Province

* ZIP/Postal Code

* Card Number

VISA MasterCard AMEX Discover JCB Diners Club

* Expiration Date
Select ... Select ...

Security Code

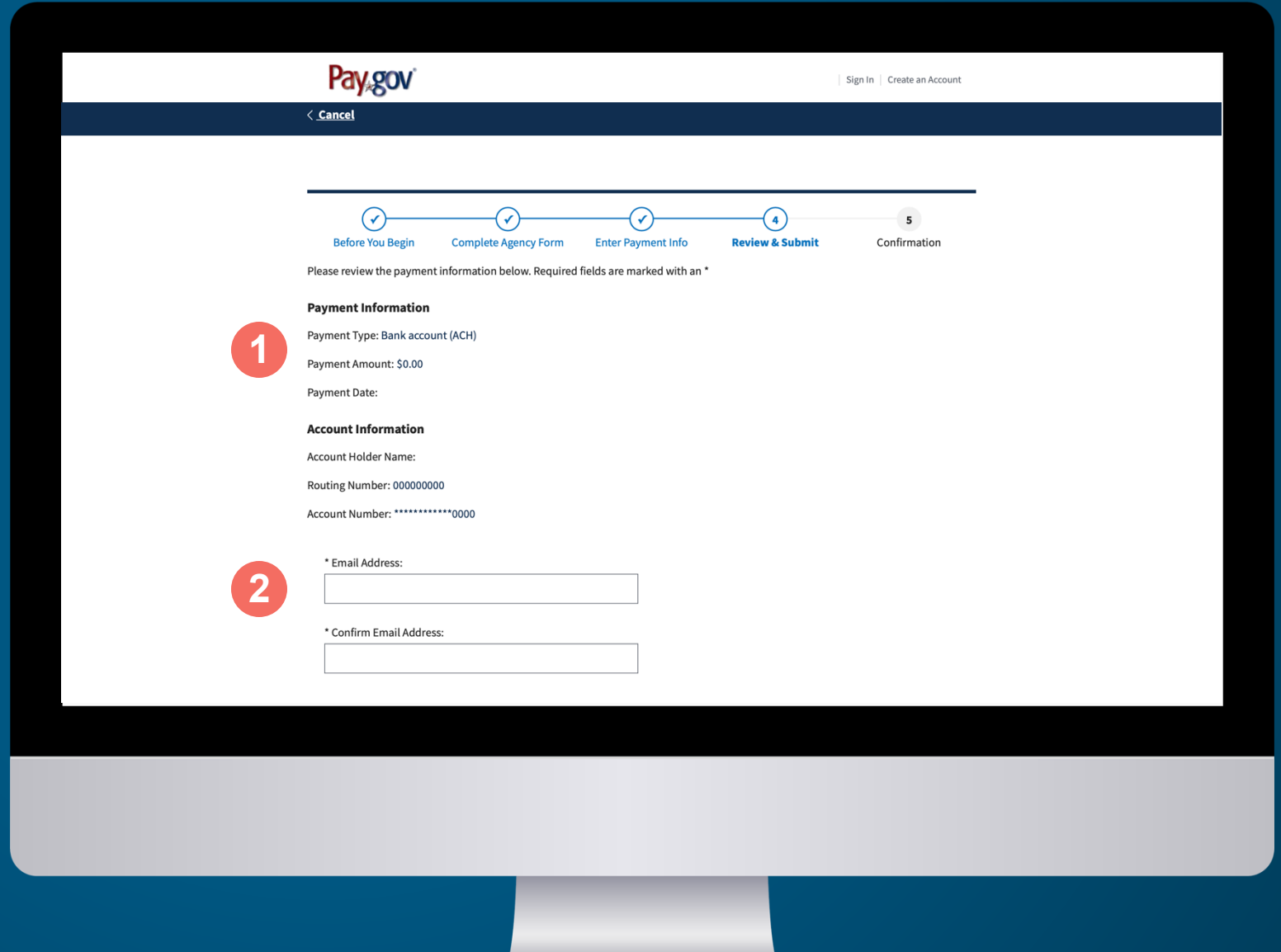
[What's this?](#)

[Previous](#) [Return to Form](#) [Cancel](#) [Review and Submit Payment](#)

We're here to help! +

Payment Authorization

- 1 On the summary page, confirm the payment and account information is correct.
- 2 To receive an email confirmation upon completion of the transaction, check the box and provide an email address.



The screenshot shows the Pay.gov Payment Authorization summary page. At the top, the Pay.gov logo is on the left, and "Sign In" and "Create an Account" links are on the right. Below the header is a dark blue bar with a "< Cancel" link. A progress bar shows five steps: "Before You Begin", "Complete Agency Form", "Enter Payment Info", "Review & Submit" (the current step, marked with a blue circle and number 4), and "Confirmation" (marked with a grey circle and number 5). Below the progress bar, a message reads: "Please review the payment information below. Required fields are marked with an *". The form is divided into two sections: "Payment Information" and "Account Information".

Payment Information

1 Payment Type: Bank account (ACH)
Payment Amount: \$0.00
Payment Date:

Account Information

Account Holder Name:
Routing Number: 000000000
Account Number: *****0000

2 * Email Address:

* Confirm Email Address:

PAYMENT AUTHORIZATION



- 3 Read the Authorization and Disclosure Statement.
- 4 If you agree, click *I Agree*.
- 5 To make changes, click *Previous*.
- 6 To complete the transaction, click *Submit Payment*.

CC:

You may enter multiple email addresses in this field. Separate email addresses with a comma.

3 **Authorization and Disclosure Statement**

Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the

[Printable version](#)

4 ☐ * I agree to the Pay.gov authorization and disclosure statement

5 [Cancel](#)

6

We're here to help! [+](#)

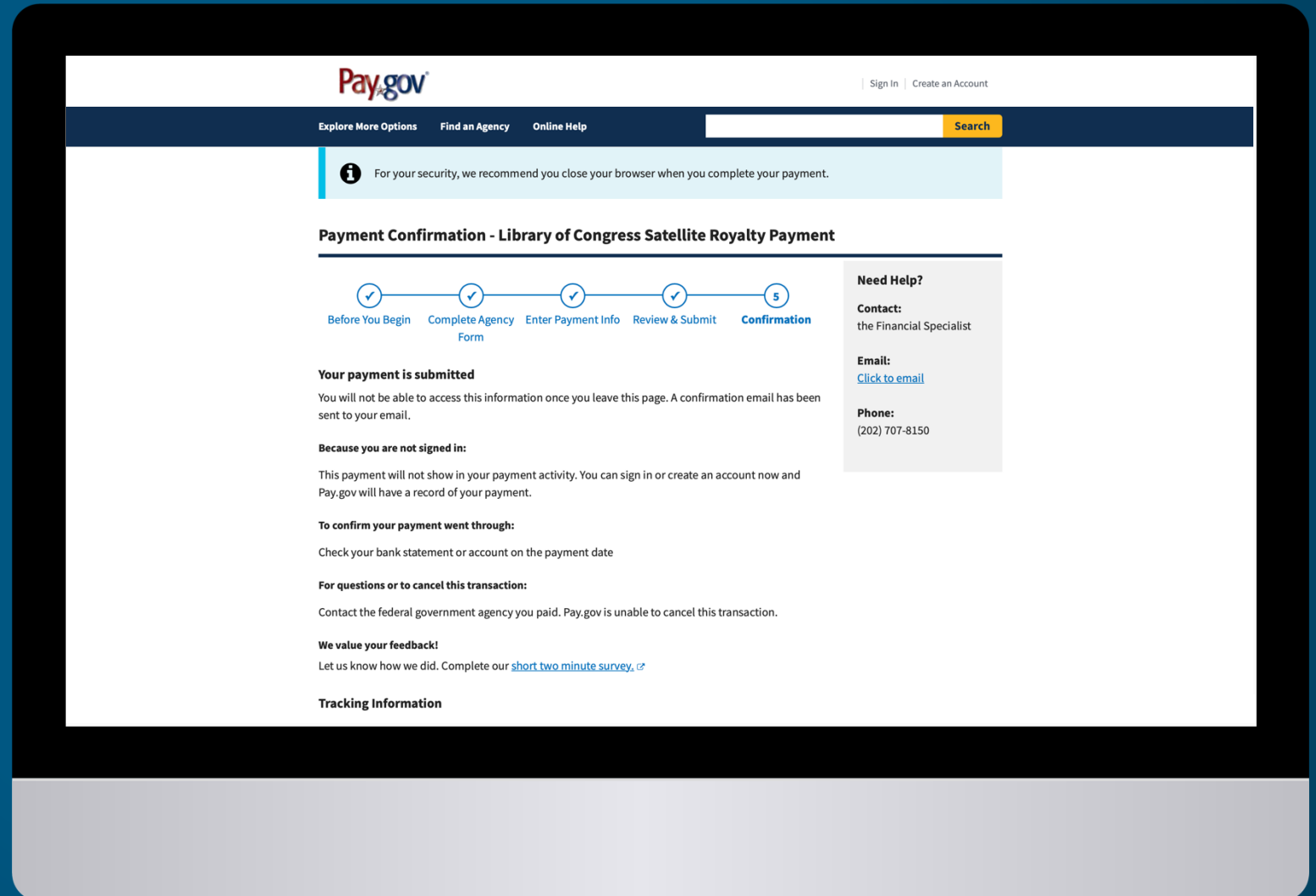
CONFIRMATION

On the Payment Confirmation page, print or save a copy of your receipt. If you checked the box on the Payment Authorization page, you will receive a confirmation receipt via email.

You must notify the Licensing Section of your payment. To do so, send a copy of the Payment Confirmation page receipt and remittance advice form to the Section by email or fax.

Email: licfiscal@copyright.gov

Fax: (202) 707-0905



Important Information

EFTs received after the filing deadline are subject to an interest assessment. Pay.gov EFTs must be transmitted by 3:00 p.m. eastern time on one banking day to settle on the next banking day.

Failure to follow these instructions may result in return of fees to the remitter's account.

The U.S. Copyright Office, Library of Congress, is an agency of the United States government and is exempt from backup withholding. Taxpayer identification number: 53-6002532.

Interest Rate Tables: <https://www.copyright.gov/licensing/interest-rate.pdf>

Contact Us

For more information about payments via Pay.gov, contact the Licensing Section.

Email:

licfiscal@copyright.gov (for payment information only)

licensing@copyright.gov (for other licensing-related inquiries)

Telephone: (202) 707-8150, 8:30 a.m. to 5:00 p.m. eastern time

Fax: (202) 707-0905

Mail:

Library of Congress

U.S. Copyright Office-LS

101 Independence Avenue SE

Washington, DC 20557-6400

Website: **copyright.gov/licensing**