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 an electronic funds transfer (EFT). Cable systems and satellite carriers are also required to pay a filing fee.

Remitters may use the U.S. Treasury Department’s Pay.gov system to submit EFT payments. 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 Division. 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 Division, 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 Division 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 Division 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.
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.


Click on Find an Agency.
Click on Library of Congress (LOC): U.S. Copyright Office (Cable, DART, Satellite).
Each type of royalty payment has two options depending on method of payment:

A. Credit card, debit card, or ACH debit

B. ACH credit

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

A. Library of Congress Cable Royalty Payment (credit card, debit card, or ACH debit), OR

B. Library of Congress Cable Royalty Payment – ACH Credit
Click Continue.
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 18.

For DART Royalty Payment Form example see page 21.
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.
2. Click Next.
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)
Cable companies must also create and upload a remittance advice form to Pay.gov using the appropriate Excel spreadsheet template provided by the Office.

Download the Excel template by clicking Download Excel Template link.
The remittance advice form Excel template asks for detailed information that allows the Copyright Office to link payments to the corresponding statements of account.

Enter the following information for each submitted statement of account:

- Filing year
- Filing period
- System identification number
- First community served (city, state)
- Filing fee and amendment fee (if applicable)
- Royalty fee
- Interest (if applicable)
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.
6 Click Next.
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**.
Click *Attach* and select the CSV file you saved to your computer.

Click *Next*.

To continue to the next step, go to page 24.
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.
2. Click Next.
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.
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 24.
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.
2. Click Next.
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)
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.
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.
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.
Enter the financial institution’s routing and account numbers. Confirm the account number.

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

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

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

Click *Review and Submit Payment* when you are satisfied the information is correct.
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.
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.
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 Division of your payment. To do so, send a copy of the Payment Confirmation page receipt and remittance advice form to the division 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
      Copyright Office-LD
      101 Independence Avenue SE
      Washington, DC 20557-6400

Website: copyright.gov/licensing