

# How to Open and Maintain a Copyright Office Deposit Account

## Things to Know About Deposit Accounts

The Copyright Office maintains a system of deposit accounts for those who frequently use its services. An individual or firm may establish a deposit account, make advance deposits into that account, and charge copyright fees against the balance in their account instead of sending separate remittances with applications and other requests for services.

- 1 Open a deposit account with a minimum deposit of \$450. Make checks payable to *Register of Copyrights*. All subsequent deposits into the account must be \$450 or more. Pay by check, money order, or electronic funds transfer. (Read details on EFT on page 2.) You may also replenish your account by credit card. Send credit card information by phone, fax, or email.
- 2 Open a deposit account only if you intend to request at least twelve transactions a year.
- 3 To charge service fees against a deposit account, give the exact name and number of the account on all requests. All application forms provide a space for this information.

The deposit account must maintain a sufficient balance to cover all charges against the account. The Copyright Office sends the account's contact person a monthly statement for any month during which the account was active, showing deposits, charges, and balances. However, deposit account holders should keep their own records and make sure that requested services are not delayed because of insufficient funds.

## Why Maintaining a Sufficient Balance Is Important

To avoid delaying the effective date of registration for claims you file, do not allow your deposit account to become depleted.

A copyright registration is effective on the date the Copyright Office receives all the required elements in acceptable form, including the fee. If a deposit account is depleted, the effective date of registration will not be established until funds replenishing the account are received. Further, if the deficiency is not corrected within 60 days, the deposit copies may be transferred to other departments of the Library of Congress. The deposit account holder will then have to resubmit the entire claim to copyright, application, deposit copies, and deposit account information.

### Service Charge for Overdraft/Insufficient Funds/Bounced Replenishment Check

Deposit account holders who submit requests for services for which no funds are available will be charged a \$150 “overdraft” fee to cover the cost of extra processing. This fee is applied for each occurrence, not for each claim filed without funds available. For example, if the deposit account holder submitted five registration claims, but the account was exhausted with the first claim, the service charge would be applied once, not five times. Additionally, the Copyright Office will charge a \$75 service charge for handling dishonored replenishment checks.

### How to Open a Deposit Account

The electronic Copyright Office (eCO) web portal allows users to establish a deposit account, replenish account funds, and charge copyright fees for services transacted online. Registered eCO users can also file claims to copyright online at a reduced fee. To register with eCO, go to [https://eco.copyright.gov/eService\\_enu/](https://eco.copyright.gov/eService_enu/) and click the If you are a new user, click here to register link under the login button on the right-hand side of the screen. If you are already a registered eCO user and would like to establish a deposit account online, you must first create an organization account in eCO. Login to eCO and click the Organization/DA link under Copyright Services in the navigation bar on the right-hand side of the Welcome screen. Once your organization account has been created, eCO will prompt you to add users to the organization account (optional) and to establish a deposit account.

If you choose not to register as an eCO user but still want to open a deposit account, complete the form on this page and return it with an initial deposit of \$450 or more to: *Deposit Accounts, Copyright Accounting Unit, PO Box 71380, Washington, DC 20024-1380*

Use this address only to open or replenish a deposit account, not to send materials for copyright registrations or to make inquiries. You will receive an acknowledgment that the account has been established in the name given on your form and telling you the number assigned to the account.

If your deposit account is linked to your eService user account, you may replenish the account by electronic check (Automated Clearing House — ACH) or by credit card. Or you may mail a check to the Copyright Office.

If you open a deposit account without linking it to an eService user account, you may also replenish the account by sending checks or by credit card. ACH electronic funds trans-

fer is also available. Use the following guidelines to make a replenishment using the ACH network.

- Do not send a prenotification to the Copyright Office.
- Use the Cash Concentration or Disbursement (CCD) format.
- Provide your financial institution with this specific information regarding your ACH electronic transfer of funds:

Receiving Financial Institution:

*Federal Reserve Bank of Richmond*

Location: *701 E. Byrd Street, Richmond, VA 23219*

Receiving American Banking Association (ABA) number:

*051036706*

Account number: *303049*

Account name: *Register of Copyrights*

### Transfer-Related Instructions

The Addenda Sequence field must include the following information in the following order:

- Deposit account number
- Name of deposit account holder
- Personal representative of the deposit account holder

*Example:* Addenda Sequence Number: 0001DA003333/  
ACME Publishers, Inc. (John B. Gray)

### Copyright Registration Procedures

File online via eService, if possible. If you choose to apply by mail, send an application and deposit copies to:

*Library of Congress, Copyright Office  
101 Independence Avenue SE  
Washington, DC 20559-6000*

This address differs from the address for opening and maintaining a deposit account. Use the deposit account address only for opening or replenishing the deposit account.

### For Further Information

Go to the Copyright Office website at [www.copyright.gov](http://www.copyright.gov). Call the Public Information Office at (202) 707-3000 from 8:30 am to 5:00 pm weekdays except federal holidays. Recorded information is available 24 hours a day. If you know which application forms and circulars you want, order them 24 hours a day from the Forms and Publications Hotline at (202) 707-9100. Or write to the address immediately below.

U.S. Copyright Office · Library of Congress · 101 Independence Avenue SE · Washington, DC 20559-6000 · [www.copyright.gov](http://www.copyright.gov)

CIRCULAR 5 REV: 06/2008 PRINT: 06/2008—20,000 Printed on recycled paper

U.S. GOVERNMENT PRINTING OFFICE: 2008-339-733/80,001

### Use this form or a photocopy of this form to establish a deposit account.

Enclosed is my remittance of \$ \_\_\_\_\_ to establish a deposit account

under the name \_\_\_\_\_

Address \_\_\_\_\_

STREET

CITY

STATE

ZIP

PHONE (W/AREA CODE)

FAX (W/AREA CODE)

EMAIL

Please give the name of the person to whom you wish monthly statements and “no funds” notifications to be sent.

Attention of \_\_\_\_\_

Signature

Mail to: *Deposit Accounts, Copyright Accounting Unit, PO Box 71380, Washington, DC 20024-1380*