

How to Make Statutory License Royalty Payments Using *Pay.gov*

Under the copyright statutory licenses, cable systems, satellite carriers, and digital audio recording technology (DART) manufacturers and importers must pay royalty fees using electronic funds transfer (EFT).¹ The EFT process benefits both the remitter and the Copyright Office, the agency responsible for collecting and distributing royalty fees. EFTs can be transmitted either as Automated Clearing House (ACH) credits or as Fedwire (“wire”) transactions, depending on how a transfer is arranged through a financial institution. Alternatively, they can be transmitted as ACH debits using the U.S. Treasury Department’s web-based remittance system, *Pay.gov*. This circular contains instructions on how to use *Pay.gov*.

For other options, see Circular 74A, *How to Make Statutory License Royalty Payments by Wire*, or Circular 74B, *How to Make Statutory License Royalty Payments by ACH Credit*.

Procedure to Use *Pay.gov*

- Contact your financial institution to determine if your account will accept an ACH debit.
- If you have not established a user name and password, call a Licensing Division financial specialist at (202) 707-8150.
- On the web, go to www.copyright.gov/licensing/royalty; from there, go to the *Pay.gov* website.
- Enter your user name and password, then click on *Login*.
- From the User Center, click *Private Forms under the Forms List*.
- From the Private Forms List, click *Royalty Fee Collection*.

Fee Type

- Select the type of royalty fee payment to be made by clicking next to *Satellite*, *Cable*, or *DART*. After making a selection, click on *Continue*.

Payment of Royalty Fees

- Enter the name of your company.
- For cable television royalty fees, enter the company’s identification number, the first community served and state, the filing period, and the amount of the royalty fee.
- For satellite royalty fees, enter the company’s identification number, the filing period, and the amount of the royalty fee.

- For DART royalty fees, enter the company's identification number, the fiscal year, the filing period, and the amount of the royalty fee.
- The identification number is a unique number assigned by the Licensing Division. If this is the first time your company is filing or you do not know its identification number, contact the Licensing Division at (202) 707-8150.
- All fields must be entered to proceed to the next step. Click on *Continue*.
- After clicking on *Continue*, a fee review screen will appear, allowing the user to edit or delete information, add additional fees, or make a payment. When finished, click on *Make Payment*.

Pay by Direct Debit (Online Payment)

- On the Enter Payment Information page, the screen will show the name of the account to be debited, the total amount of the payment, and the payment date.
- Click on one of the account types from the drop-down list.
- Enter the financial institution's routing number, the account number, and the check number from a blank check.
- When you are satisfied that the information is correct, click on *Continue with ACH Payment*.
- If you need to change some information, click on *Return to Your Form* and make the necessary changes or click on *Cancel* to cancel the payment.

Authorize Payment

- Review the amount and the banking information.
- If you need to change the banking information, click on *Edit This Information* and make the necessary changes.
- To receive a confirmation email upon completion of this transaction, provide an email address.
- Read the Authorization and Disclosure and, if you are in agreement, click in the box next to the words *I agree to the authorization and disclosure language*.
- After clicking on *Submit Payment*, a payment confirmation page will appear. Please print a copy of this receipt for your records.

Notification of Licensing Division

- Send fax or email copies of the cable, satellite, or DART fee review page and the payment confirmation page to the Licensing Division.

Note

1. See the *Federal Register*, August 10, 2006 (71 FR 45739), available at www.copyright.gov/fedreg/2006/71fr45739.html.

For Further Information

For more information about royalty payments by EFT, contact a Licensing Division financial specialist on weekdays (except for federal holidays) between 8:30 AM and 5:00 PM eastern time at

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Licensing Division
101 Independence Avenue SE
Washington, DC 20557-6400
PHONE: (202) 707-8150
FAX: (202) 707-0905
EMAIL: licfiscal@loc.gov
web: www.copyright.gov*

IMPORTANT

- Statements of account and electronic funds transfers received after the filing deadline are subject to an interest assessment. *Pay.gov* EFTs must be transmitted by 3:00 PM eastern time on a banking day to settle on the next banking day.
- Failure to follow these instructions may result in return of the royalty fees to the remitter's account.
- The Library of Congress, U.S. Copyright Office, Licensing Division is an agency of the United States government and is exempt from backup withholding (taxpayer identification number: 53-6002532).

