

How to Make Statutory License Royalty Payments by ACH Credit

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 as 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 originate an ACH credit through a financial institution.

For other options, see Circular 74a, *How to Make Statutory License Royalty Payments by Wire*, or Circular 74C, *How to Make Statutory License Royalty Payments Using Pay.gov*.

Procedure to Pay by ACH Credit

- Contact your financial institution to determine if it is capable of originating ACH payments. Many financial institutions offer personal-computer-based ACH origination programs that allow you to input payment information directly into the prescribed format and to transmit the information to the financial institution.
- Do not send a prenotification.
- Settlement of the ACH must occur by the appropriate filing deadline. Settlement generally occurs the banking day after the ACH transmission. Check with your financial institution on timing to avoid interest payments.
- Provide your financial institution with the specific instructions below so that the ACH can be transmitted:

<i>Financial institution:</i>	Federal Reserve Bank of Richmond
<i>Location:</i>	701 E. Byrd Street, Richmond, VA 23219
<i>Receiving ABA number:</i>	051036706
<i>Account number:</i>	303017
<i>Account name:</i>	Register of Copyrights
<i>Adenda record:</i>	See “Payment-Related Instructions”

Payment-Related Instructions

The accounting period; the number of statements of account; the type of royalty payment (cable, satellite, or DART); and legal name of the owner of the

cable system (and the first community and state served from one statement of account), the satellite carrier, or the DART manufacturer or importer covered by the electronic transfer must be provided here.

Example: APC-952/NSA-00001/TOF-Cable/LNR-ABC
CABLE CO (ALBANY NY)/

A description of subfields and their order for payment-related information follows.

Subfield Description

- APC-** A three-digit subfield indicating the accounting period covered by the electronic transfer. The second accounting period for 2010 is indicated by “102.” If the payment covers multiple accounting periods use “MAP” as the subfield and indicate on the cover letter the accounting period for each statement.
- NSA-** A five-digit subfield with leading zeros representing the number of statements of account the transfer covers, “00001” for 1 statement and “00095” for 95 statements.
- TOF-** Indicates the type of royalty fee payment (cable, satellite, or DART).
- LNR-** The last subfield is for the legal name of the owner of the cable system or satellite carrier or the DART manufacturer or importer covered by the electronic transfer payment and one community served if a cable system.

NOTE: All subfields in the payment-related information area must end with a “/”. The remitter should inform the financial institution that transmits the EFT to ensure that all information is provided in the prescribed format. Failure to provide the information in the prescribed format may cause a delay of the transfer.

Procedure to File the Statement of Account

- The royalty fee must be remitted by electronic payment, and the related statement(s) of account must be filed by the appropriate deadline.
- A remittance advice form must accompany statements of account. Complete Form RA-1 if you are filing a cable or satellite statement of account; complete Form RA-2 if you are filing a DART statement. Send the completed form by email or fax to the Licensing Division indicating:

- 1 The remitter’s name and address
- 2 The name of a contact person, a telephone number and extension, and an email address
- 3 The actual or anticipated date the EFT will be transmitted
- 4 The type of royalty payment (cable, satellite, or DART)
- 5 The total amount to be submitted by an EFT
- 6 The total amount to be paid by year and period
- 7 The number of statements of account the EFT covers
- 8 ID number(s) assigned by the Licensing Division
- 9 The legal name of the owner for each statement of account
- 10 Identification of the first community served (city and state) (for cable systems only)

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

*Library of Congress
Copyright Office
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.
- 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).



Electronic Funds Transfer Remittance Advice for DART

Complete and email this form to *licfiscal@loc.gov* or fax to (202) 707-0905 and attach a copy to the Statement(s) of Account. Use additional sheets as necessary.

Remitter's (company) name _____

Contact person _____

Telephone number _____ Email _____

Date of EFT (actual or anticipated) _____ Type of EFT FedWire ACH

Total amount of EFT _____

Legal name (See space B of Statement of Account) _____

YEAR	PERIOD	ID NUMBER	AMOUNT
TOTAL			\$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 fee 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.



Electronic Funds Transfer Remittance Advice for Cable/Satellite

Complete and email this form to *licfiscal@loc.gov* or fax to (202) 707-0905 and attach a copy to the Statement(s) of Account. Use additional sheets as necessary.

Remitter's (company) name _____

Contact person _____

Telephone number _____ Email _____

Date of EFT (actual or anticipated) _____ Type of EFT FedWire ACH

Type of royalty payment Cable Satellite

Total amount of EFT \$ _____

Legal name (See space B of Statement of Account) _____

YEAR	PERIOD	FOR CABLE ONLY		AMOUNT
		ID NUMBER	FIRST COMMUNITY SERVED (CITY & STATE)	
TOTAL				\$0.00

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