

# 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) (71 FR 45793). Cable systems and satellite carriers are also required to pay a filing fee for current, past, and future accounting periods ([www.copyright.gov/fedreg/2013/78fr71498.pdf](http://www.copyright.gov/fedreg/2013/78fr71498.pdf)) (78 FR 71498). 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**

Provide accounting period; the number of statements of account; the type of royalty payment (cable, satellite, or DART); and the 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.

*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.

**Procedures to File the Statement of Account<sup>1</sup>****Cable or Satellite**

- The royalty fee must be remitted by electronic payment, and the related statement(s) of account must be filed by the appropriate deadline.

- Complete the Remittance Advice **Form RA-1** if you are filing a cable or satellite statement of account. Send the completed form by email or fax to the Licensing Division indicating:
  - 1 Remitter’s (company) name
  - 2 Contact person
  - 3 Telephone number and extension, and an email address
  - 4 Date of EFT (actual or anticipated) and type of EFT
  - 5 Type of royalty payment (cable or satellite)
  - 6 Total amount of EFT
  - 7 Legal name (See space B of statement of account)
  - 8 Total amount to be paid by year, period, ID number, first community served (cable only), filing fees, and royalty fees

**DART**

- The royalty fee must be remitted by electronic payment, and the related statement(s) of account must be filed by the appropriate deadline.
- Complete the Remittance Advice **Form RA-2** if you are filing a DART statement.
  - 1 Remitter’s (company) name
  - 2 Contact person
  - 3 Telephone number and email address
  - 4 Date of EFT (actual or anticipated) and type of EFT
  - 5 Total amount of EFT
  - 6 Legal name (See space B of statement of account)
  - 7 Year, period, ID number, and royalty amount paid per statement

**IMPORTANT**

- A remittance advice form must accompany statements of account.
- Royalty payments received after the filing deadline are subject to an interest assessment. Contact the Licensing Division at [licensing@loc.gov](mailto:licensing@loc.gov) or visit our website at [www.copyright.gov/licensing](http://www.copyright.gov/licensing) for interest rates.
- 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 U.S. government and is exempt from backup withholding (taxpayer identification number: 53-6002532).

**Notes**

1. See *Copyright Office Licensing Division Service Fees* at [www.copyright.gov/fls/slo4l.pdf](http://www.copyright.gov/fls/slo4l.pdf).

## 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](mailto:licfiscal@loc.gov)  
WEB: [www.copyright.gov](http://www.copyright.gov)