

# The Licensing Connection

A NEWSLETTER FROM THE U.S. COPYRIGHT OFFICE LICENSING DIVISION

## Upcoming Accounting Period Will Be Last Cable Operators Receive Paper SOAs

In an effort to increase efficiencies, reduce costs, and look toward the future, the next cable statement of account (SOA) forms for the 2017/2 accounting period will be the last in which paper forms are mailed to cable operators. Starting with the 2018/1 accounting period, covering January to June 2018, operators will need to access these forms through the Licensing Division website. The Licensing Division now provides two options for submitting SOAs—through the new electronic submission process or by mail. The 2017/1 accounting period was the first in which cable operators could submit electronically, and nearly 700 statements of account were successfully received!

In preparation for this upcoming change, we've answered some of the questions you may have about the SOA submission process:

### How do I get the cable statement of account forms for the 2018/1 accounting period?

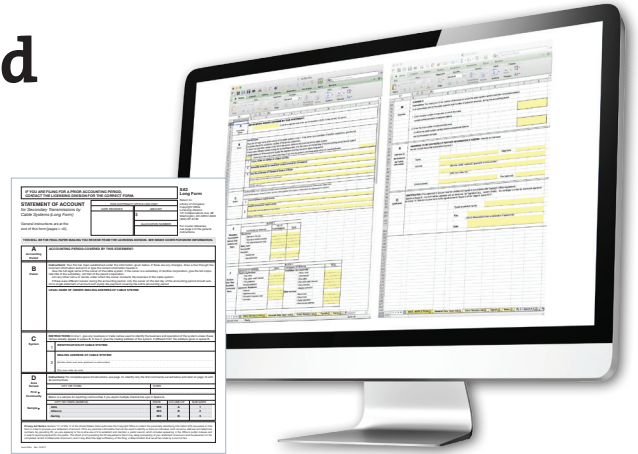
Cable statements of account are available online in two versions: the new electronic-SOA (e-SOA) version available in the Excel format that can be submitted by email and a fillable PDF version that can be printed and mailed to the Division. These statements, both short- and long-form, as well as filing instructions, can be found on the Licensing Division website at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html).

### How will I receive reminders of future submission deadlines?

Reminders about future SOA deadlines will be communicated through The Licensing Connection (TLC) newsletter and email blasts. Deadlines can also be found on the Licensing Division website.

### How does the electronic-SOA submission process work?

The Licensing Division has released Excel versions of both the short- and long-form statements of account to facilitate this new process. Following the instructions on the form, you fill out the Excel spreadsheet the same way you would your paper forms and electronically sign with an “s-signature” (e.g. /s/ John Smith). Once you complete and sign the form, you can save it in the Excel format and submit it by email to [coplicsoa@loc.gov](mailto:coplicsoa@loc.gov). After you submit the form, you will receive an email acknowledging receipt and later a digitally-signed and stamped PDF copy of the statement for your records from the Licensing Division.



Cable statements of account are available online in two versions: the new electronic-SOA (e-SOA) version available in the Excel format that can be submitted by email and a fillable PDF version that can be printed and mailed to the Division.

### What will I need to submit for future filings?

The options for submitting your SOA have similar but slightly different requirements.

- If you submit your SOA electronically, you must email, as an attachment, the Excel file of your SOA with an s-signature and your remittance advice. You will also need to email or fax the RA to our Fiscal Section (see below). Do not print and mail the electronic SOA form to the Office.
- If you print and mail the PDF version, you must send the SOA with an original handwritten signature, a photocopy of the SOA, and a copy of the remittance advice (RA). You must also email or fax the RA to our Fiscal Section (see next question for more information).

### Is it necessary to submit the remittance advice?

Whichever process you use to submit your SOA, you are required by federal regulations [37 CFR §201.17(k)] to submit a remittance advice (RA) with your statement of account. The RA can be accessed through our website at <https://www.copyright.gov/licensing/remittance-advice.pdf>.

In addition to including the remittance advice with your SOA, you must also email a copy of the RA to [licfiscal@loc.gov](mailto:licfiscal@loc.gov) or fax it to our office at 202-707-0905. Failure to submit the RA may delay the acceptance and processing of your statement of account and will result in additional correspondence from the Licensing Division.

For more information and updates, visit the Division's section 111 webpage at [https://www.copyright.gov/licensing/sec\\_111.html](https://www.copyright.gov/licensing/sec_111.html). If you have additional questions, please email us at [licensing@loc.gov](mailto:licensing@loc.gov) or call our office at 202-707-8150. We are available from 8:30am to 5:00pm Eastern time, Monday through Friday (excluding federal holidays).



# Licensing Division Turns Forty!

Founded in 1978 to administer the statutory and compulsory licenses established by the U.S. Copyright Act of 1976, the Licensing Division supports the U.S. Copyright Office's mission "to administer the nation's copyright laws for the advancement of the public good; to offer support and services to authors and users of creative works; and to provide expert impartial assistance to Congress, the courts, and the executive branch agencies on questions of copyright law and policy."



January 1, 2018, will mark the fortieth anniversary of the Licensing Division!

While its primary work has remained consistent throughout the last four decades, the Licensing Division has continued to adapt and grow to accommodate the technological transformations and innovations shaping the copyright landscape. When established in 1978, the division was responsible for four licenses. Today, it's seven! The division collects royalty fees from cable operators for the retransmission of broadcast programming (section 111), from satellite carriers for secondary transmissions (section 119), and from manufacturers and/or importers distributing digital audio recording technologies (DART) (section 1003). In addition to royalties, cable operators and satellite carriers are required to pay filing fees with their semiannual statements of account. The division also administers the statutory license for secondary transmissions of local television programming by satellite carriers (section 122). Finally, the Division processes and examines notices for the statutory and compulsory licenses that allow for making

ephemeral recordings (section 112), public performance of sound recording by means of a digital audio transmission (section 114), and making and distributing phonorecords (section 115). While these latter licenses require filing fees, royalties are handled outside of the division between the relevant parties.

As our fifth decade commences, we are looking to the future and plan to advance and improve our online presence and submission processes, continue to provide transparency and access to our constituents, and increase our outreach efforts to the public.

## Federal Register Notices Pertaining to Licensing

The following *Federal Register* notices were published in recent months.



### Statutory Cable, Satellite, and DART License Reporting Practices

December 1,  
(82 FR 56926)



### Fees for Electronic Recordation and Notices of Intention To Obtain a Compulsory License

November 13,  
(82 FR 52221)



### Notice of SoundExchange's Intent To Audit Music Choice's "Preexisting" Subscription Service and Business Establishment Service for CY 2016

July 25, (82 FR 34554)



### Cost of Living Adjustment to Satellite Carrier Compulsory License Royalty Rates

November 27,  
(82 FR 55946)



### Adjustment of Royalty Rates for Statutory Cable Retransmission License

September 22,  
(82 FR 44368)

To keep an eye on relevant *Federal Register* notices, visit the U.S. Copyright Office's [website](#) and Copyright Royalty Board's [website](#).

# Division Staff Members Celebrate Thirty Years of Federal Service!

2017 marks an important milestone for two of our hard-working and dedicated licensing examiners! Carol Garrett and Chris Steve both celebrate thirty years of federal service, and in honor of their service, are the subjects of this month's Employee Spotlight.



PHOTO BY DAVID RICE

Carol Garrett,  
*Senior Licensing Examiner*

## How did you earn your thirty years of federal service?

First, let me say all of my thirty years of federal service has been at the Library of Congress and with the Copyright Office. I began my federal service career as a mail clerk in the Copyright Office mailroom. I worked there for six months then was transferred to the Registration and Numbering Unit, where I stayed for five years. I then became a technician in the Examining Division in the Performing Arts Section and stayed there for three years. Then I came to the Licensing Division as an examiner and have been here for twenty-two years as a senior examiner.

## What has been your favorite role during this time?

I don't have a favorite "role." I have enjoyed all of the positions that I have held here. I have learned so much from each one that helped me to grow and achieve the next level in my journey. I also served as a union rep on various Office and Library committees, which has allowed me to meet staff throughout the agency.

## What do you find most interesting about your position in the Licensing Division?

New technology and interacting with both internal and external customers. Everything and everyone!!!! We're family. ☺

## What's a fun fact most people don't know about you?

I am a gospel song writer, and I have two songs that have been recorded. Also, I am the family comedian.

## What do you like to do when away from the office?

I LOVE to shop. I'm a shoe lover—my saying is "buy the shoes and the outfit will come." I love to draw, and I love to do different arts and crafts, floral arrangements, and special events. I also love to do interior decorating and to decorate for the holidays, especially Christmas! But mostly I love spending time with my family (my sister, who works here at the Library and in the Copyright Office as well; my daughter, who is a special needs educator with the Prince George's County school system; and of course my mom, who loves to travel the world).



PHOTO BY DAVID RICE

Chris Steve,  
*Senior Licensing Examiner*

## How did you earn your thirty years of federal service?

Well, I first started working in the old Registration and Numbering Unit, which was part of the Receiving and Processing Division of the Copyright Office. I was then promoted to area specialist of the Materials Control Section of the Division. After several years there, I was accepted into the Comprehensive Development Intern program, which trained me for two years to become a licensing examiner. I haven't looked back since.

## What has been your favorite role during this time?

My favorite role as a senior licensing examiner is just doing my job and working with great people. That makes for a good work environment.

## What do you enjoy most about working for the Copyright Office or the federal government?

I truly enjoy helping people, whether it was the public during my early years working in Receiving and Processing or now working with different cable systems.

## How long have you been with the Licensing Division?

I've been with the Licensing Division for twelve years now but it only seems like yesterday!!!!

## What do you find most interesting about your position in the Licensing Division?

The most interesting part about my job as a senior licensing examiner is watching all the monies that flow thru the Office, as well as cable in general.

## What's a fun fact most people don't know about you?

Most people don't know that I'm an obsessive fantasy football player. And I hate myself for it!!!!

## What do you like to do when away from the office?

When I'm away from the Office, I try my best to stay in Jamaica most of the time. The people, the weather, and the spiritual peace is what I seek.

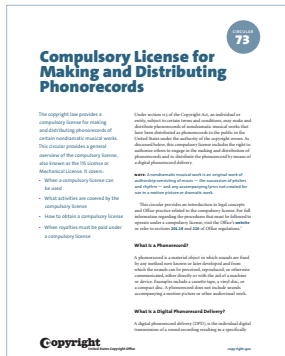
## Did you know?

### Have you received a Notice of Intention (NOI) from a music service provider and wondered what this means for you?

Generally, there is nothing you need to do as a recipient of an NOI. An NOI informs you that a service plans to use your composition pursuant to provisions of the Copyright Act's compulsory license (17 USC §115) and regulations (37 CFR §201.18 and §210). If your name and address are current in the copyright record, then you should expect to be paid royalties by the licensee for such use at a later date. However, it is possible that a service provider (Spotify, Amazon, Harry Fox, etc.) is seeking a license for a song that

has the same name as yours and you were sent the NOI by mistake or out of an abundance of caution if the agency isn't completely sure which song with that title is the one being used. If you have any questions, we recommend contacting the entity that has sent you the NOI.

You can find out more information about the compulsory license on our website at [https://www.copyright.gov/licensing/sec\\_115.html](https://www.copyright.gov/licensing/sec_115.html) and in Circular 73, <https://www.copyright.gov/circs/circ73.pdf>.



## Out & About

Licensing Division staff may be available to attend, exhibit, or participate in upcoming activities. Let us know your plans at [licensing@loc.gov](mailto:licensing@loc.gov).

Upcoming events that Licensing staff may be attending:

**Satellite 2018**, March 12–15, 2018 | Washington, DC

**American Cable Association Summit**, March 20–22, 2018 | Washington, DC

**NCTC & ACA: The Independent Show**, July 29–August 1, 2018 | Anaheim, CA

## Important Reminders

**SATELLITE:** The **\$725 filing fee per statement** in addition to the appropriate royalty fee is to be filed between **January 1 and January 30**, inclusive.\*

**CABLE:** The **filing fee (\$15 for each SA-1, \$20 for SA-2, or \$725 for SA-3) per statement** in addition to the appropriate royalty fee is to be filed between **January 1 and March 1**, inclusive.\*

\* Please remit the royalty fee and filing fee in one EFT payment.

For more information visit our [website](#).

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Need more information about your topic of interest? Email us with your suggestions at [licensing@loc.gov](mailto:licensing@loc.gov)

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## We Want Your Feedback!

Are you receiving timely information from the Licensing Division?

Please take our NEW survey here:  
<https://www.surveymonkey.com/r/LDcustomerfeedback>