

# How to Make **Statutory License Royalty Payments by Wire**

This circular contains instructions on how to originate a wire transfer through a financial institution to make statutory license royalty payments.<sup>1</sup>

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). Cable systems and satellite carriers are also required to pay a **filing fee**. 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*.

For other options, see *How to Make Statutory License Royalty Payments by ACH Credit* (**Circular 74B**), or *How to Make Statutory License Royalty Payments Using Pay.gov* (**Circular 74C**).

## **Procedure to Pay by Wire**

- Contact your financial institution to determine if it can transfer funds by the Fedwire Deposit System.
- Settlement of the wire must occur by the appropriate filing deadline. Settlement generally occurs on the same banking day the wire is transmitted. Check with your financial institution on timing to avoid interest payments.
- Provide the bank with the specific instructions below so that a funds transfer deposit message can be transmitted to the Treasury Department:

*Receiver ABA number:* 021030004

*Receiver name:* TREAS NYC

*Beneficiary account:* 00007985

*Beneficiary name:* U.S. Copyright Office

*Beneficiary info:* 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 the legal name of the owner of the cable system (and 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 the year 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 ACH 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 Statements of Account**

### ***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 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 C 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. 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 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@copyright.gov](mailto:licensing@copyright.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).

**NOTE:** See *Copyright Office Licensing Division Service Fees (Circular 76)*.

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#### **NOTE**

1. This circular is intended as an overview of how to make statutory license royalty payments by wire. The authoritative source for U.S. copyright law is the Copyright Act, codified in Title 17 of the *United States Code*. Copyright regulations are codified in Title 37 of the *Code of Federal Regulations*. Copyright Office practices and procedures are summarized in the third edition of the *Compendium of U.S. Copyright Office Practices*, cited as the *Compendium*. The copyright law, regulations, and the *Compendium* are available on the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

## **For Further Information**

### ***By Internet***

The copyright law, the *Compendium*, electronic registration, application forms, and related materials are available from the Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

### ***By Email***

To send a licensing related inquiry, e-mail [licensing@copyright.gov](mailto:licensing@copyright.gov). To send a general email inquiry, click the *Contact Us* link on the Copyright Office website.

### ***By Telephone***

For licensing related information, call the Licensing Division at (202) 707-8150. For general information about copyright, call the Copyright Public Information Office at (202) 707-3000 or 1-877-476-0778 (toll free). Staff members are on duty from 8:30 am to 5:00 pm, eastern time, Monday through Friday, except federal holidays. To request paper application forms or circulars by postal mail, call (202) 707-9100 or 1-877-476-0778 (toll free) and leave a recorded message.

### ***By Regular Mail***

Write to

Library of Congress  
U.S. Copyright Office  
Licensing Division  
101 Independence Avenue, SE #6400  
Washington, DC 20557-6400

