

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

Electronic Royalty Payments

Cable systems, satellite carriers, and digital audio recording technology (DART) manufacturers and importers under the copyright statutory licenses must make their royalty fee payments by using electronic funds transfer (EFT). See the *Federal Register*, August 10, 2006 (71 FR 45739) available at www.copyright.gov/fedreg/2006/71fr45739.html. An EFT payment provides advantages to the remitter and the Copyright Office as the agency responsible for the collection and distribution of the royalty fees. EFTs can be transmitted either as an Automated Clearing House (ACH) credit or a Fedwire (“wire”) transaction depending upon how you arrange the transfer through your financial institution, or as an ACH debit using the U.S. Treasury Department Financial Management Service’s web-based remittance system, *Pay.gov*. This circular contains instructions on how to use the Financial Management Service’s web-based remittance system, *Pay.gov*.

Procedure to make an EFT Payment using *Pay.gov* (ACH Debit)

- Contact your financial institution to determine if your account will accept an ACH debit.
- If you do not have a user name and password established, please call a Financial Specialist at (202) 707-8150.
- Set the browser URL to www.copyright.gov/licensing/royalty and access the site.
- If you are a registered user, please go directly to www.pay.gov website. On the *Log On* page, enter your user name and password, then click on *Login*.
- From *User Center*, click *Private Forms* under *Forms List*.
- From *Private Forms List*, click *Royalty Fee Collection*.

Fee Type

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

Pay Royalty Fees

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

- For satellite royalty fees, enter the identification number, filing period, and amount of the royalty fee.
- For DART royalty fees, enter the identification number, fiscal year, filing period, and amount of the royalty fee.
- The identification number is a unique number assigned by the Licensing Division. If this is a new (first-time) filing or you do not know the 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, delete, go back to add additional fees, or to make 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 that will be debited, the total amount, and 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 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 banking information.
- If you need to change some banking information, click on *Edit This Information* and make the necessary changes.
- To have a confirmation email sent to you 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.

Notifying the Licensing Division

- Fax or email a copy of the Cable, Satellite, or DART fee review page and the payment confirmation page to the Licensing Division.

If additional information is needed concerning royalty payments via electronic transfer, you may contact a 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. *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, United States Copyright Office, Licensing Division is an agency of the United States government and is exempt from backup withholding (Taxpayer identification number: 53-6002532).