



# How to Make Statutory License Royalty Payments Using Pay.gov

A Tutorial

The U.S. Copyright Office is responsible for administering the statutory licenses for secondary transmissions of radio and television programs by cable and satellite systems and for importing, manufacturing, and distributing digital audio recording devices or media by digital audio recording technology (DART) manufacturers and importers. To comply with copyright statutory license requirements, cable systems, satellite carriers, and DART manufacturers and importers must file statements of account with the Copyright Office and pay royalty fees using an electronic funds transfer (EFT). Cable systems and satellite carriers are also required to pay a filing fee.

Remitters may use the U.S. Treasury Department's Pay.gov system to submit EFT payments. Using Pay.gov benefits both remitters and the Copyright Office. It ensures that the Office can receive, reconcile, and post payments in the same transaction. It also provides remitters with the convenience of using a credit or debit card as a form of payment. Most importantly, using Pay.gov eliminates the need for remitters to separately complete the remittance advice form. Instead, remitters provide the remittance advice form through Pay.gov at the same time they submit payments.

This tutorial complements **Circular 74**, which details the Pay.gov payment submission process.

## Using Pay.gov requires remitters to complete the following steps:

1. All remitters must complete a Pay.gov form designed for the specific royalty type (cable, satellite, or DART). Once completed, this form is sent automatically to the Office's Licensing Section. Remitters are also required to attach a printout of the completed Pay.gov form and remittance advice form to corresponding statements of account submitted to the Office.
2. The cable system Pay.gov form requires remitters to fill in summary information by accounting year and period for all submitted statements of account. Cable remitters must also complete and upload a remittance advice form using the appropriate Excel spreadsheet template provided by the Office on the Pay.gov form, which asks for detailed information to allow the Copyright Office to link payments to the corresponding statements of account.
3. All remitters must submit payment for royalties and filing fees, as applicable, through an Automated Clearing House (ACH) transfer, debit card, or credit card.

# Before You Begin

Retrieve your system identification number, which is a unique number assigned by the Licensing Section, to complete the EFT process.

- If you are a first-time remitter, you may use 00000 or 99999 as the system identification number in the ID Number field during the EFT process; upon receipt of the statement(s) of account, the Licensing Section will assign the identification number(s).
- Cable system remitters can find their system identification number by visiting the **Search LDS database** and searching by their company's legal name or first community.
- If you need additional assistance, contact the Licensing Section at **licensing@copyright.gov** or (202) 707-8150.

Contact your bank to determine if your account will accept an ACH debit or credit. The Federal Reserve Bank of Cleveland, 1455 East 6th St., Cleveland, OH, 44114, processes Pay.gov funds. Some banks require this information.

Refer to **Circular 76** for current filing fees for cable and satellite statements of account.

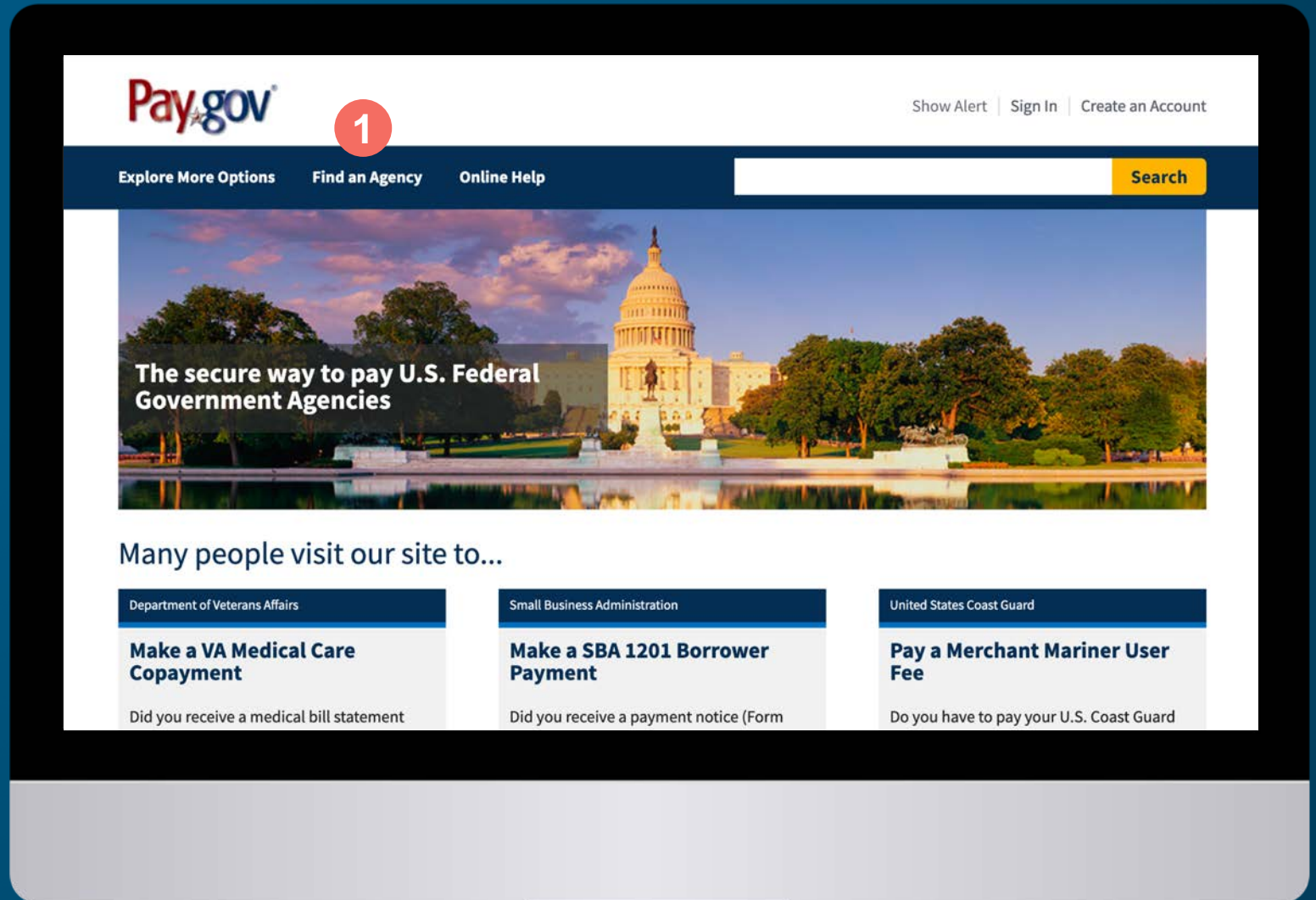
# COMPLETING THE EFT PROCESS USING PAY.GOV



To begin the EFT process, remitters need to select the Pay.gov form that corresponds to their type of royalty payment (cable, satellite, or DART) and the payment method.

Go to the Pay.gov website, [www.Pay.gov](http://www.Pay.gov). For the best experience, use Google Chrome or Microsoft Edge.

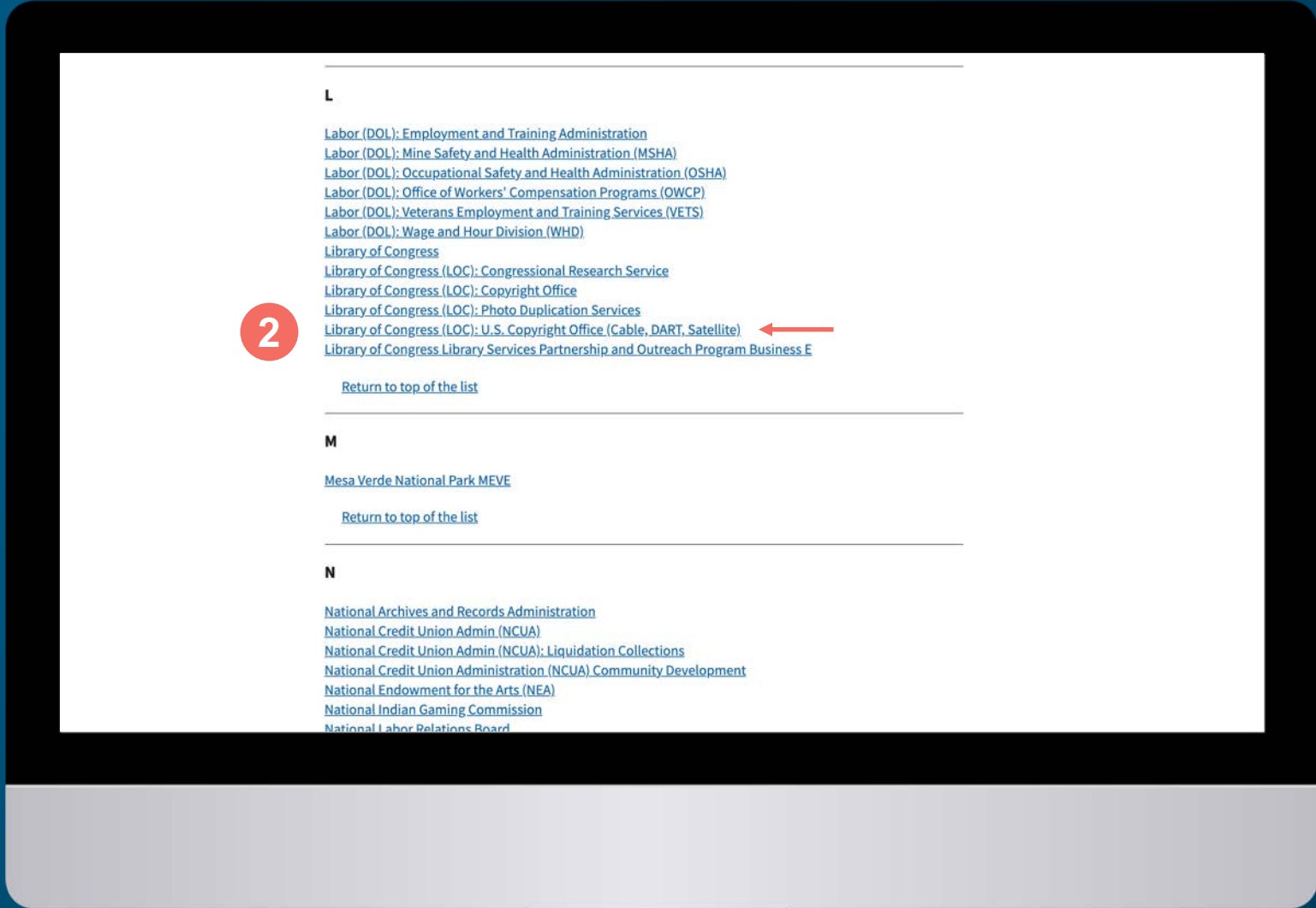
**1** Click on *Find an Agency*.



# COMPLETING THE EFT PROCESS USING PAY.GOV



**2** Click on *Library of Congress (LOC): U.S. Copyright Office (Cable, DART, Satellite)*.



# COMPLETING THE EFT PROCESS USING PAY.GOV

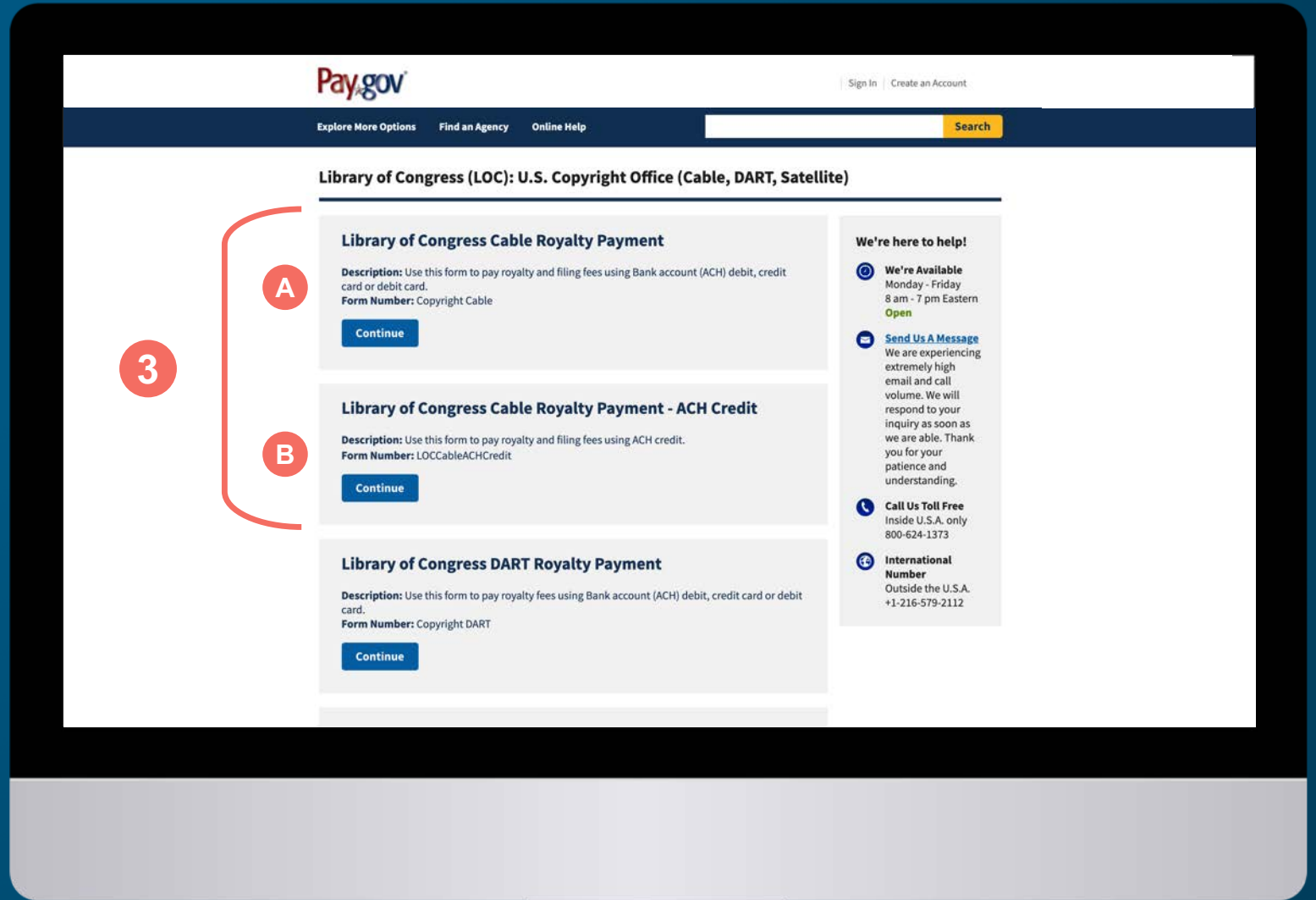


3 Each type of royalty payment has two options depending on method of payment:

- A. Credit card, debit card, or ACH debit
- B. ACH credit

Select the type of royalty payment and method of payment. For example,

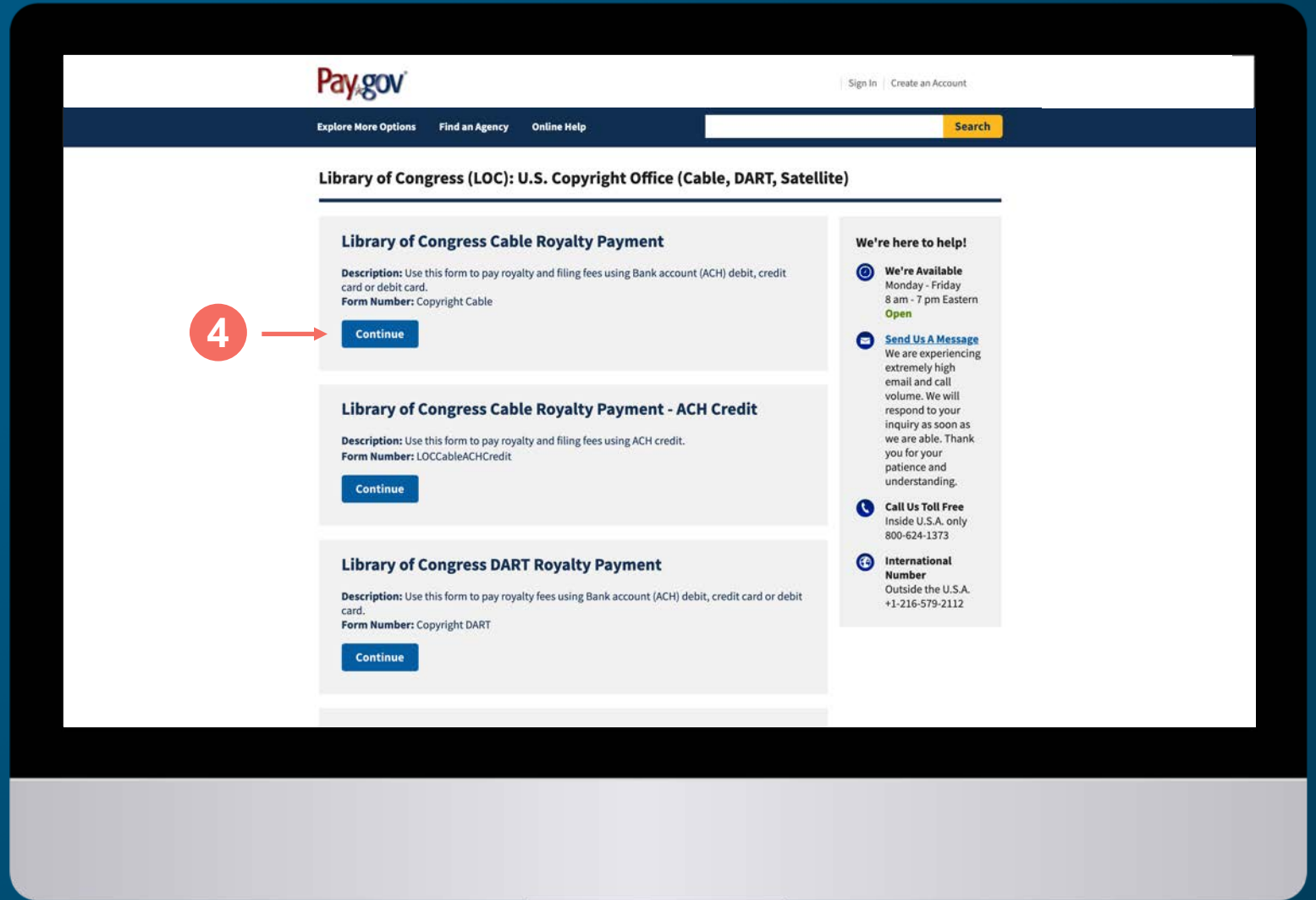
- A. *Library of Congress Cable Royalty Payment* (credit card, debit card, or ACH debit), OR
- B. *Library of Congress Cable Royalty Payment – ACH Credit*



# COMPLETING THE EFT PROCESS USING PAY.GOV



4 Click *Continue*.





# COMPLETING THE EFT PROCESS USING PAY.GOV

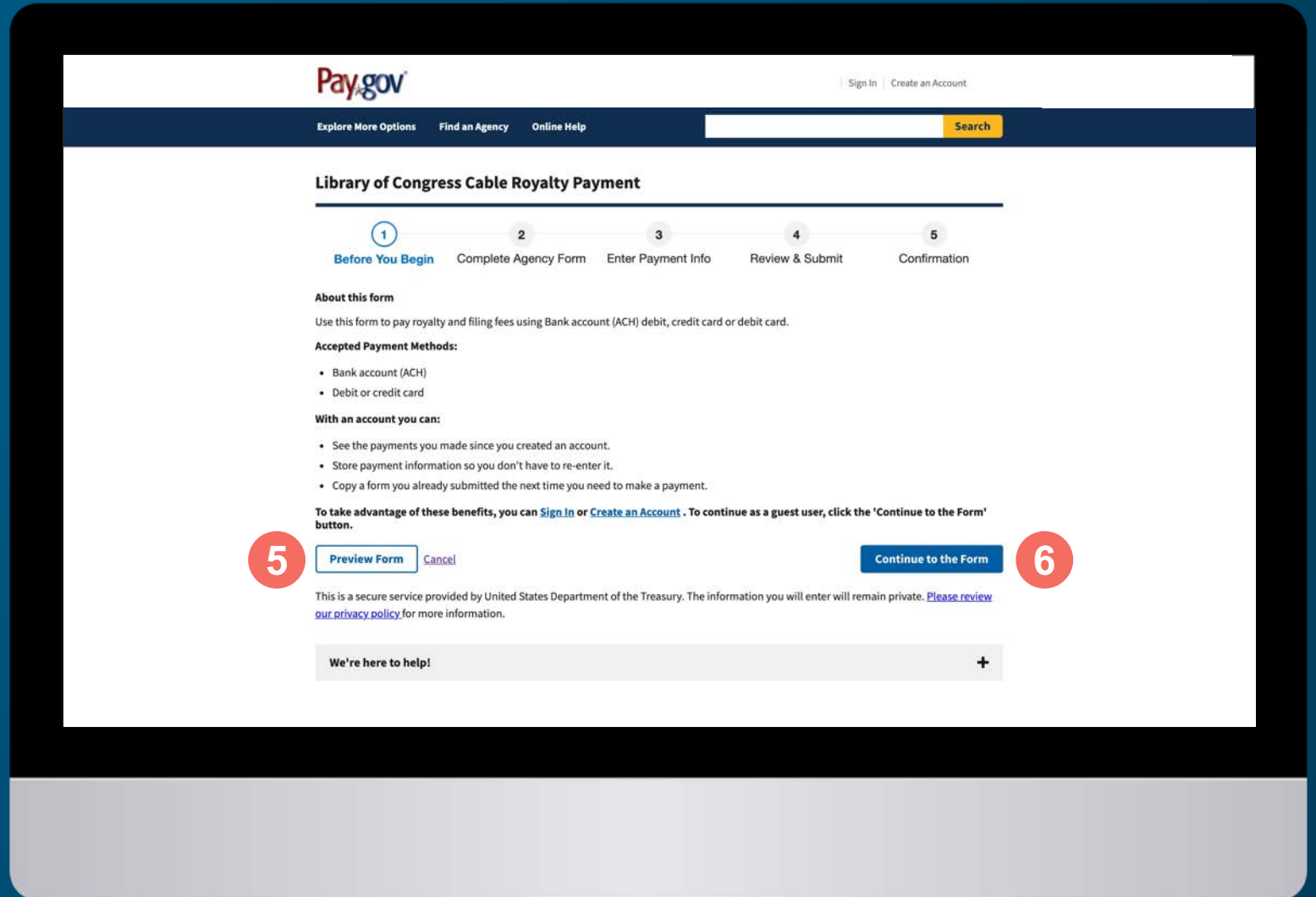


5 Click *Preview Form* to preview.

6 Click *Continue to the Form*.

**Note:** For Satellite Royalty Payment Form example [see page 18](#).

For DART Royalty Payment Form example [see page 21](#).





## Library of Congress Cable Royalty Payment Form

Cable companies should follow the instructions on the Pay.gov form, which will request summary information by accounting year and period for all submitted statements of account.

**1** Enter company information.

Click *Next*.

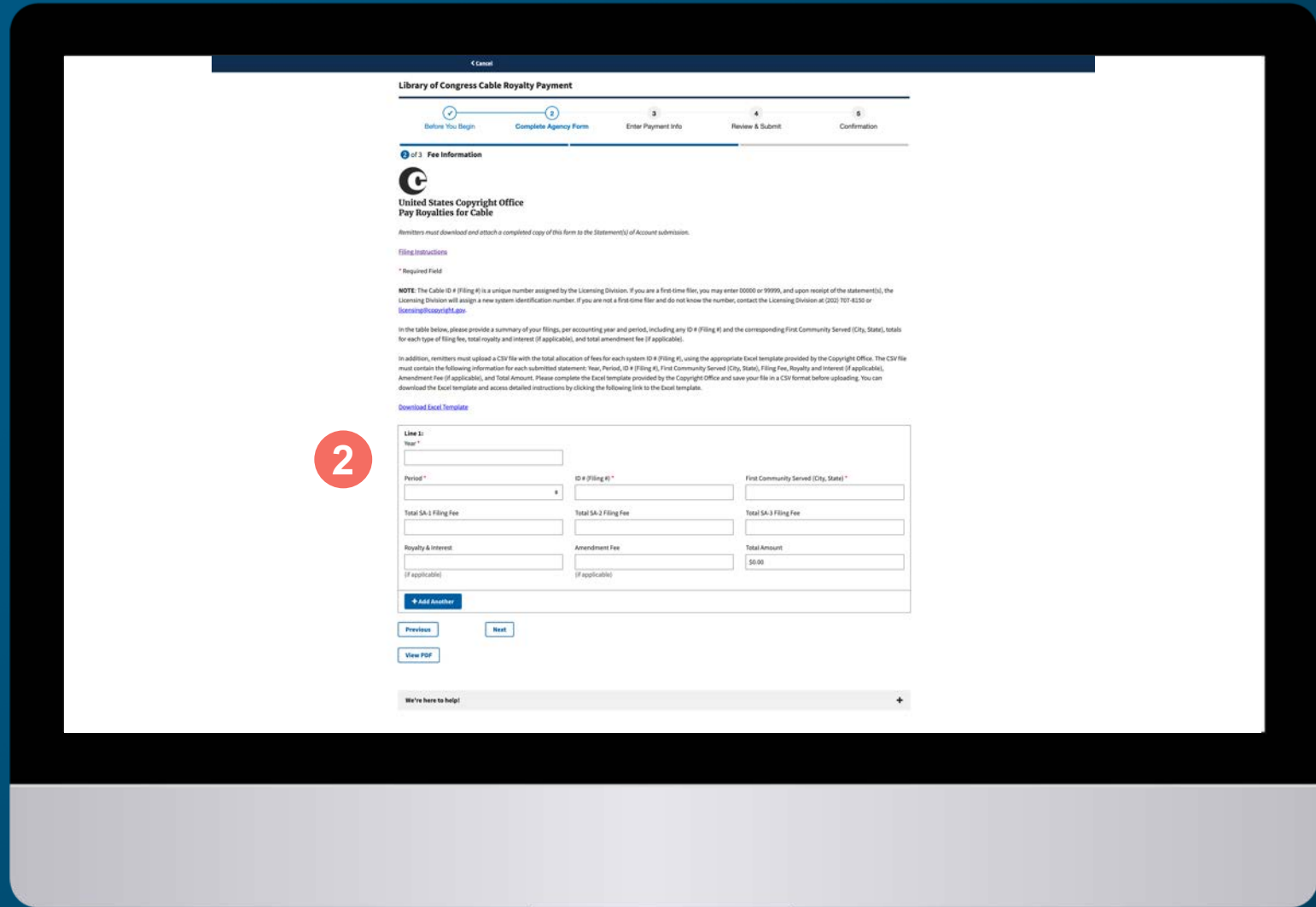
The screenshot shows a web browser displaying the 'Library of Congress Cable Royalty Payment' form. At the top, there is a progress bar with five steps: 1. Before You Begin (checked), 2. Complete Agency Form (active), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form title is 'Library of Congress Cable Royalty Payment'. The current step is '2 of 3: Company Information'. The form includes the United States Copyright Office logo and the text 'United States Copyright Office Pay Royalties for Cable'. It also contains 'Filing Instructions' and a note that remitters must download and attach a completed copy of the form to their Statement of Account submission. The form fields are: 'Remitter's (Company) Name \*', 'Address \*', 'City \*', 'State/Country \*', 'Postal Code \*', 'Contact Name \*', 'Phone Number \*', 'Email Address \*', and 'Legal Name \*'. A red circle with the number '1' is overlaid on the 'Remitter's (Company) Name' field. At the bottom of the form, there are 'Next' and 'View PDF' buttons, and a 'We're here to help!' link.

# COMPLETE AGENCY FORM (CABLE)



2 Enter the following summary information by accounting year and period for all submitted statements of account:

- Accounting year and period
- Any system identification number and corresponding first community served (city, state)
- Totals for each type of filing fee
- Total for royalty fee and interest (if applicable)
- Total amendment fee (if applicable)

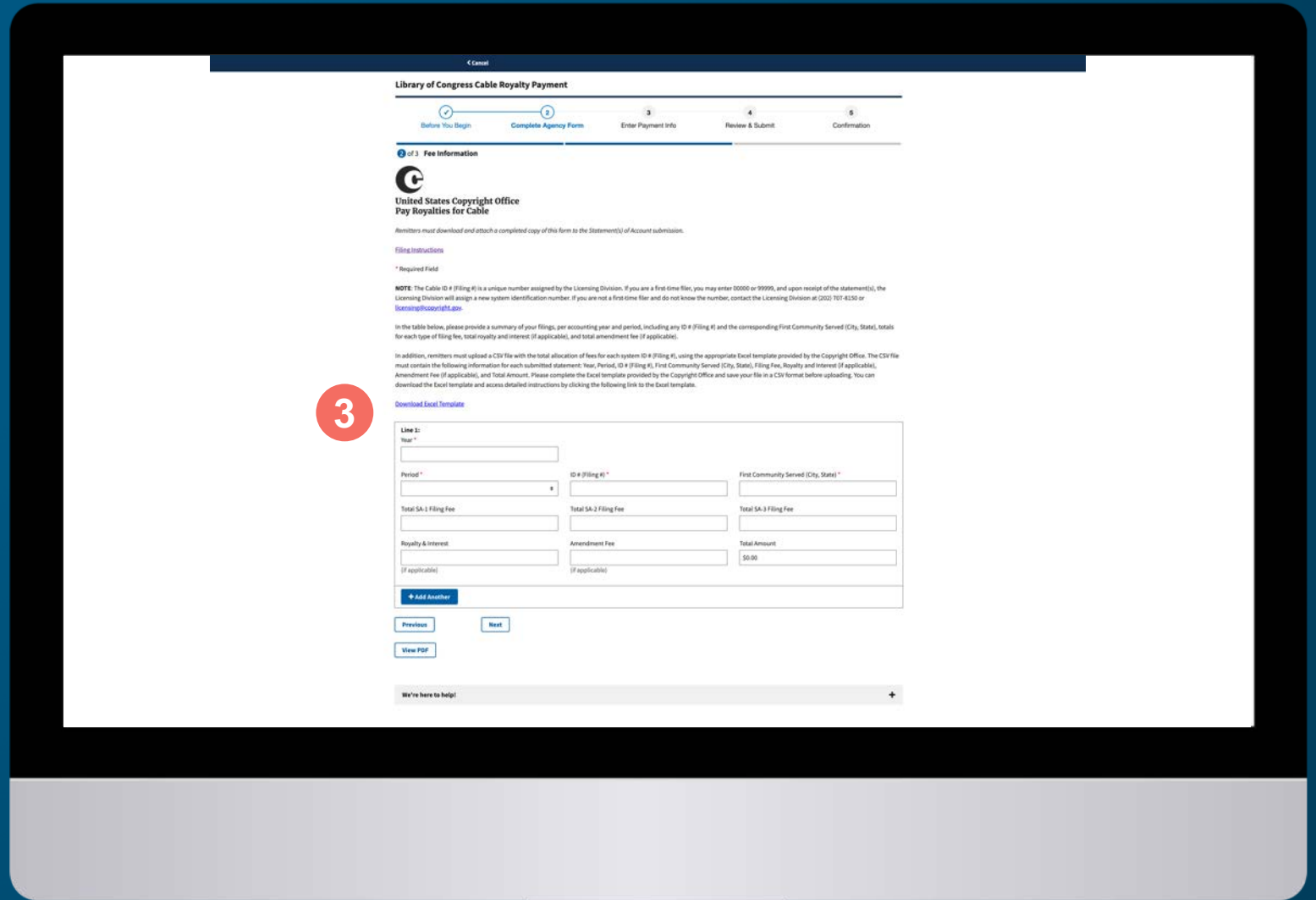


# COMPLETE AGENCY FORM (*CABLE*)



Cable companies must *also* create and upload a remittance advice form to Pay.gov using the appropriate Excel spreadsheet template provided by the Office.

**3** Download the Excel template by clicking *Download Excel Template* link.



# COMPLETE AGENCY FORM (CABLE)



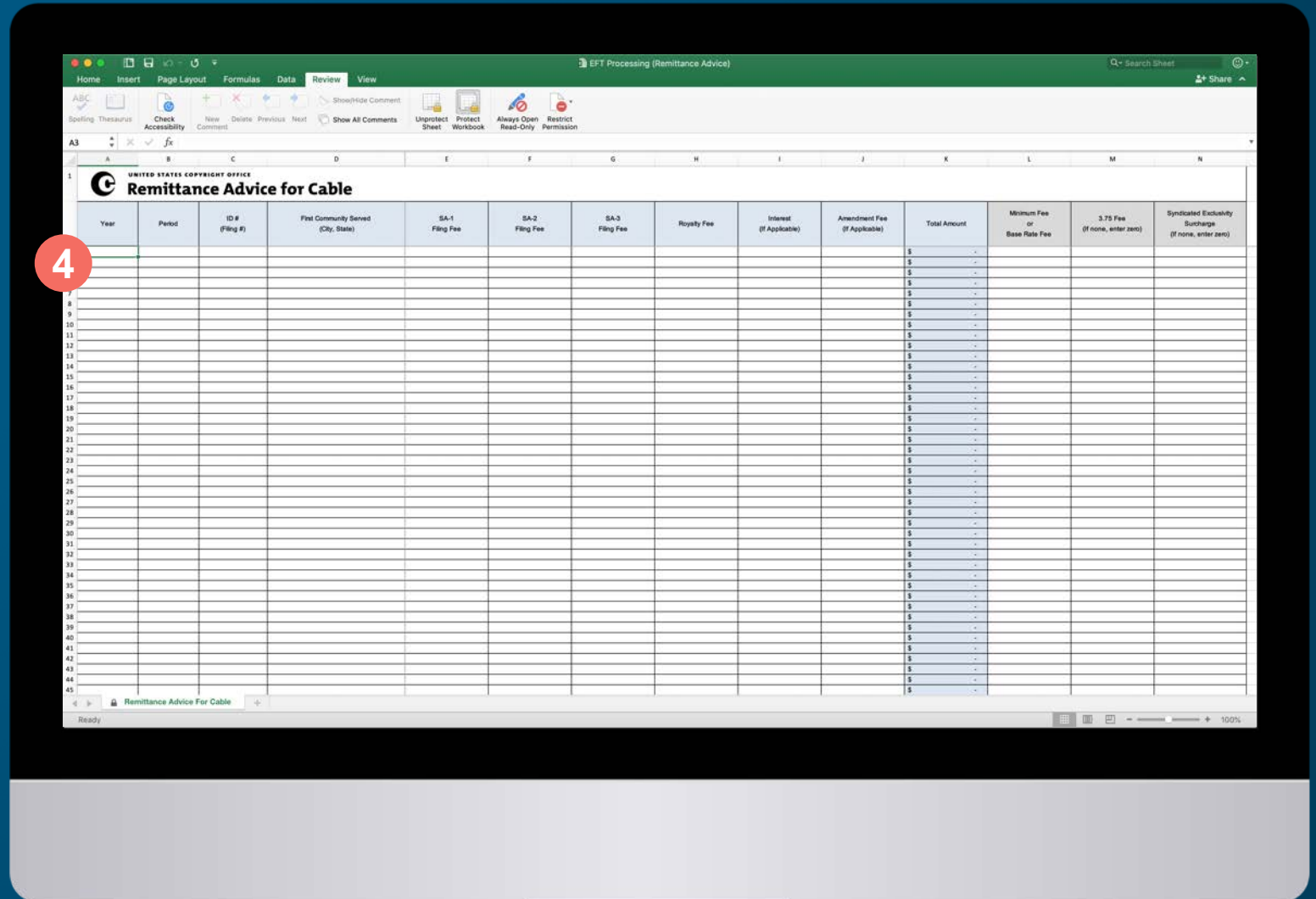
The remittance advice form Excel template asks for detailed information that allows the Copyright Office to link payments to the corresponding statements of account.

Enter the following information for each submitted statement of account:

4

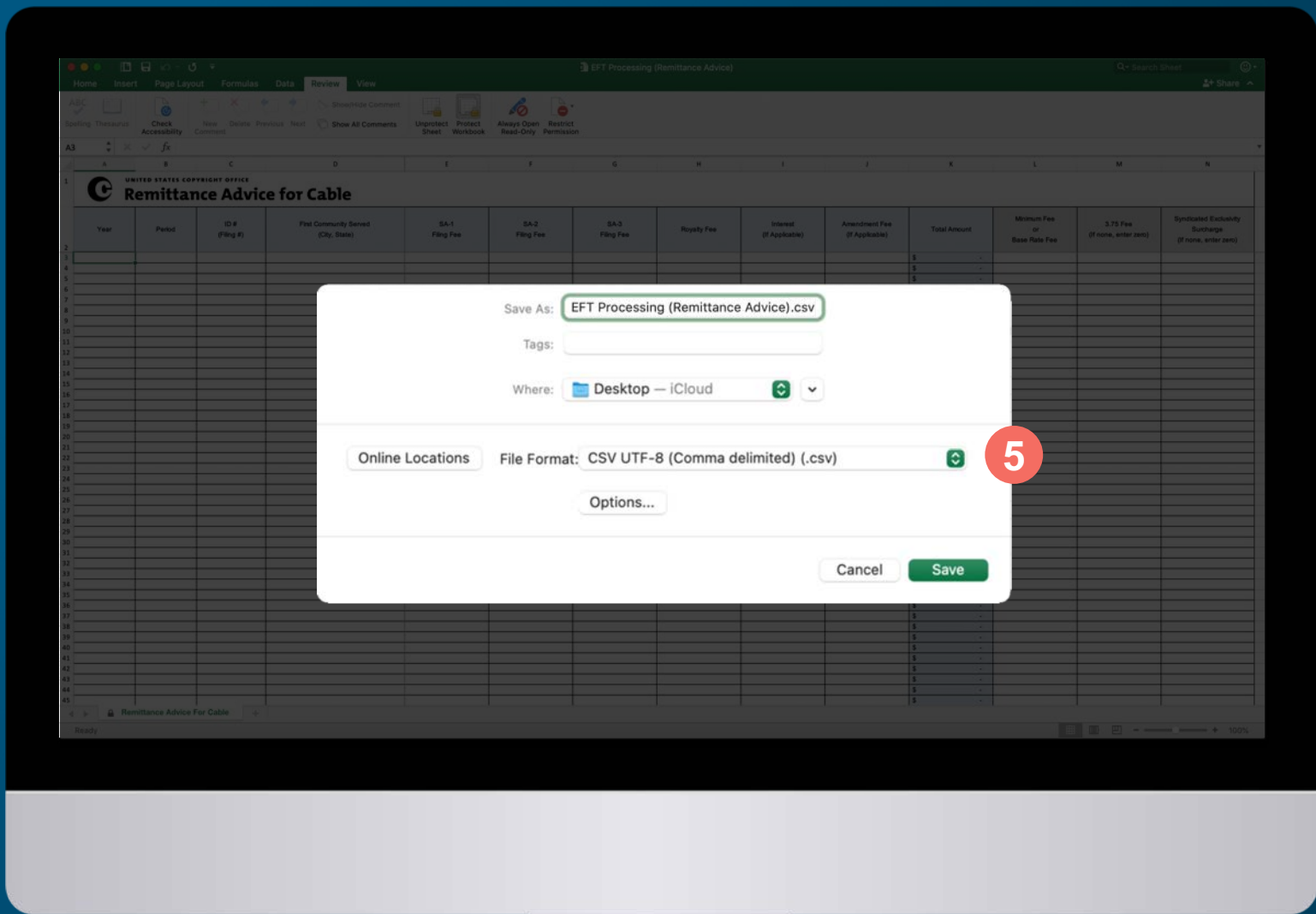
- Filing year
- Filing period
- System identification number
- First community served (city, state)
- Filing fee and amendment fee (if applicable)
- Royalty fee
- Interest (if applicable)
- Minimum or Base fee (SA3 Only)\*
- 3.75 fee (SA3 Only, if applicable)\*
- Syndicated Exclusivity Surcharge (SA3 Only, if applicable)\*

\* For additional information/ instructions, visit [www.copyright.gov/licensing](http://www.copyright.gov/licensing), SOA Forms (SA3 Long Form)



# COMPLETE AGENCY FORM (CABLE)

- 5 Save the template as a CSV (comma delimited, .csv) file to your computer. You will upload the file to Pay.gov after completing the form.



# COMPLETE AGENCY FORM (CABLE)



6 Click Next.

**Library of Congress Cable Royalty Payment**

1 Before You Begin | 2 Complete Agency Form | 3 Enter Payment Info | 4 Review & Submit | 5 Confirmation

3 of 3 Fee Information

**United States Copyright Office**  
Pay Royalties for Cable

Applicants must download and attach a completed copy of this form to the Statement(s) of Account submission.

[Filing Instructions](#)

\* Required Field

**NOTE:** The Cable ID # (Filing #) is a unique number assigned by the Licensing Division. If you are a first time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first time filer and do not know the number, contact the Licensing Division at (202) 707-6150 or [licensing@copyright.gov](mailto:licensing@copyright.gov).

In the table below, please provide a summary of your filings, per accounting year and period, including any ID # (Filing #) and the corresponding First Community Served (City, State), totals for each type of filing fee, total royalty and interest (if applicable), and total amendment fee (if applicable).

In addition, filers must upload a CSV file with the total allocation of fees for each system ID # (Filing #), using the appropriate Excel template provided by the Copyright Office. The CSV file must contain the following information for each submitted statement: Year, Period, ID # (Filing #), First Community Served (City, State), Filing Fee, Royalty and Interest (if applicable), Amendment Fee (if applicable), and Total Amount. Please complete the Excel template provided by the Copyright Office and save your file in a CSV format before uploading. You can download the Excel template and access detailed instructions by clicking the following link to the Excel template.

[Download Excel Template](#)

Line 1:		
Year *	<input type="text"/>	
Period *	ID # (Filing #) *	First Community Served (City, State) *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total SA-1 Filing Fee	Total SA-2 Filing Fee	Total SA-3 Filing Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>
Royalty & Interest (if applicable)	Amendment Fee (if applicable)	Total Amount \$0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Another](#)

[Previous](#) [Next](#)

[View PDF](#)

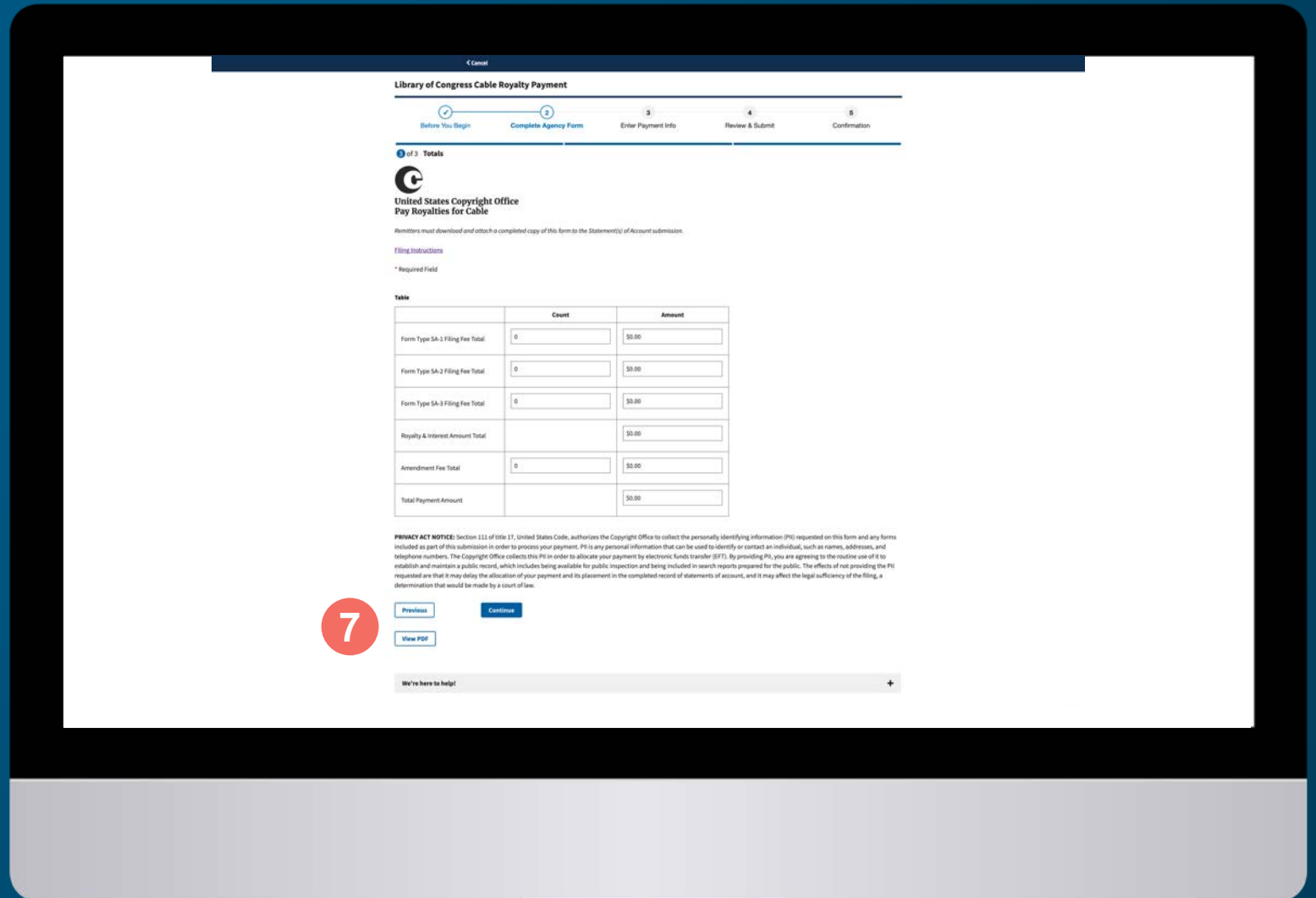
We're here to help!

# COMPLETE AGENCY FORM (CABLE)



7 Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

Click *Continue*.





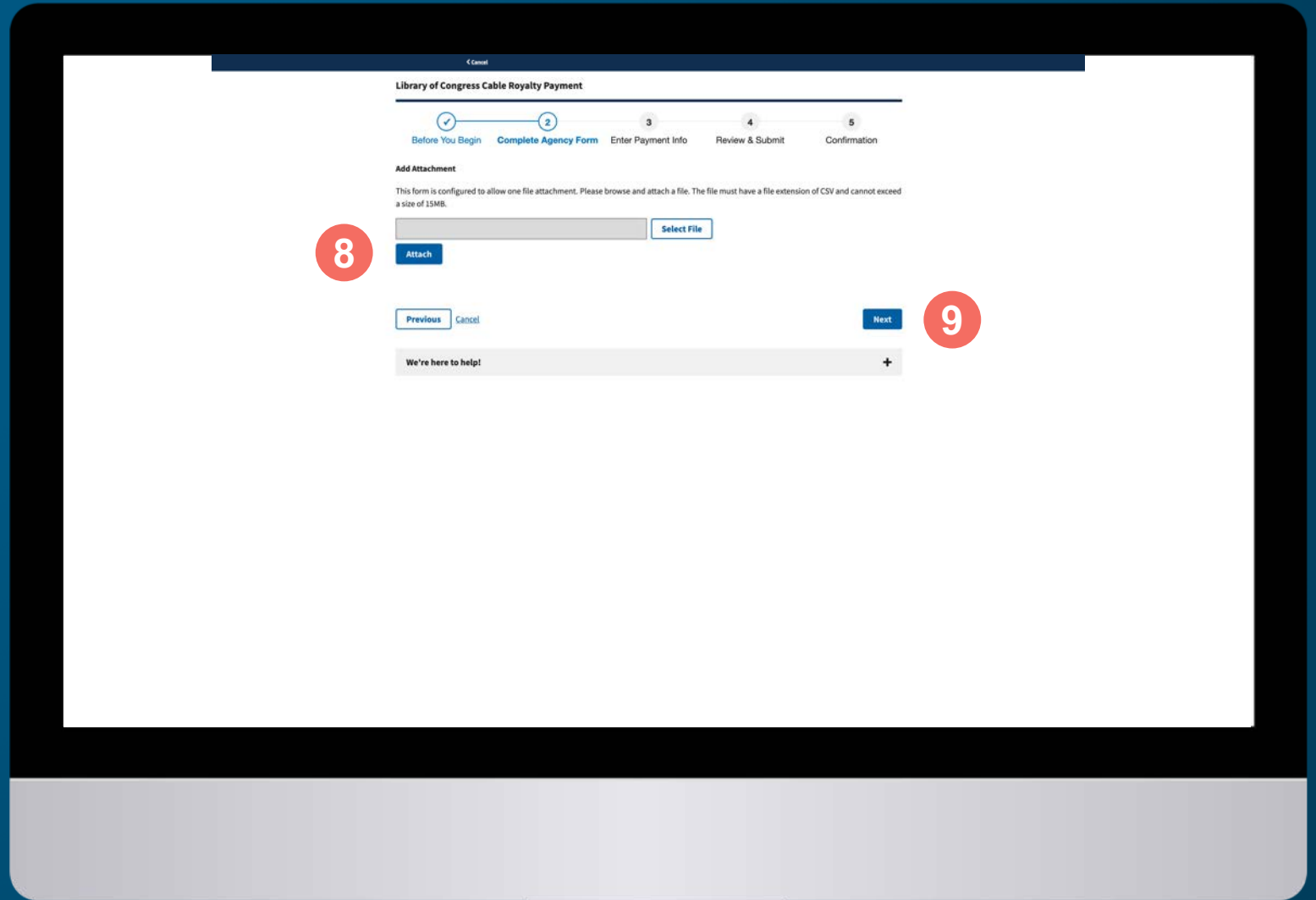
# COMPLETE AGENCY FORM (*CABLE*)



8 Click *Attach* and select the CSV file you saved to your computer.

9 Click *Next*.

To continue to the next step, go to **page 24**.





## Library of Congress Satellite Royalty Payment Form

Satellite Companies should follow the instructions on the form, which will request information for each submitted statement of account.

1 Enter company information.

Click *Next*.

A screenshot of a web browser displaying the "Library of Congress Satellite Royalty Payment" form. The form is titled "Library of Congress Satellite Royalty Payment" and has a progress bar at the top with five steps: 1. Complete Agency Form (highlighted), 2. Enter Payment Info, 3. Review & Submit, 4. Confirmation, and 5. Confirmation. The current step is "1 of 3 Company Information". The form includes the United States Copyright Office logo and the text "United States Copyright Office Pay Royalties for Satellite". Below this, there is a note: "Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission." and a link for "Filing Instructions". The form contains several required fields, marked with an asterisk: "Remitter's (Company) Name", "Address", "City", "State/Country", "Postal Code", "Contact Name", "Phone Number", "Email Address", and "Legal Name". A red circle with the number "1" is overlaid on the "Remitter's (Company) Name" field. At the bottom of the form, there are "Next" and "View PDF" buttons.

# COMPLETE AGENCY FORM (SATELLITE)



2 Enter the following information for each submitted statement of account:

- Filing year and period
- Identification number
- Filing fee
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

Click *Next*.

The screenshot shows the 'Library of Congress Satellite Royalty Payment' form. At the top, a progress bar indicates five steps: 1. Before You Begin, 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the form is titled '2 of 3 Fee Information' and features the United States Copyright Office logo and the heading 'Pay Royalties for Satellite'. A note states: 'Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.' A red circle with the number '2' is overlaid on the form. The form contains several input fields: 'Year', 'Period \*', 'ID # \*', 'Filing Fee \*', 'Royalty & Interest (if applicable)', 'Amendment Fee (if applicable)', and 'Total Amount' (pre-filled with '\$0.00'). There is an 'Add Another' button and 'Previous' and 'Next' navigation buttons. At the bottom, there is a 'View PDF' button and a 'We're here to help!' link.

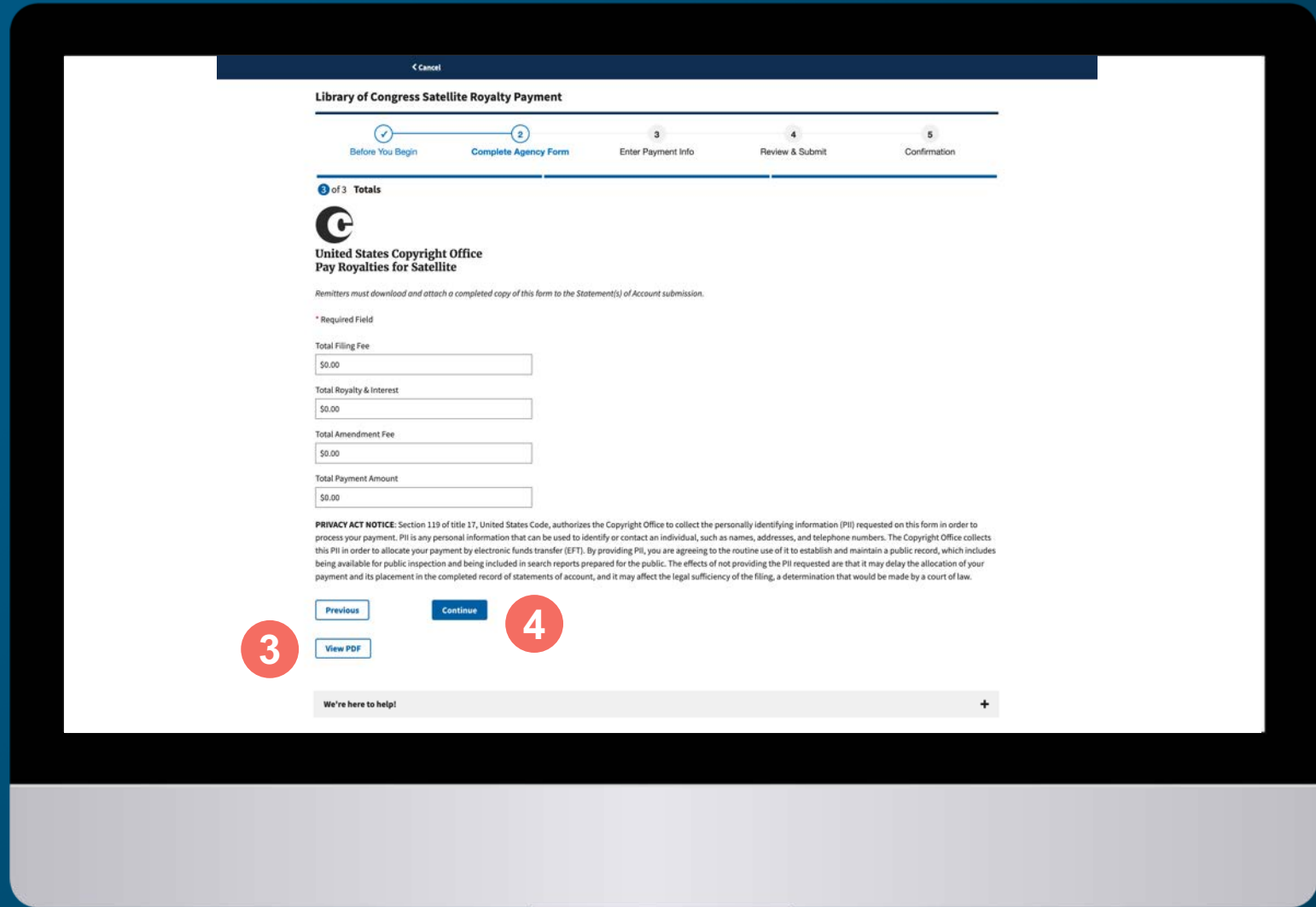
# COMPLETE AGENCY FORM *(SATELLITE)*



**3** Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

**4** Click *Continue*.

To continue to the next step, go to **page 24**.





## Library of Congress DART Royalty Payment Form

DART manufacturers and importers should follow the instructions on the form, which will request the following information for each submitted statement of account.

**1** Enter company information.

Click *Next*.

A screenshot of a web browser displaying the "Library of Congress DART Royalty Payment" form. The form is titled "Library of Congress DART Royalty Payment" and has a progress bar at the top with five steps: "Before You Begin", "Complete Agency Form", "Enter Payment Info", "Review & Submit", and "Confirmation". The second step, "Complete Agency Form", is currently active. Below the progress bar, the form is titled "1 of 3 Company Information" and features the United States Copyright Office logo and the text "United States Copyright Office Pay Royalties for DART". A note states: "Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission." There is a link for "Filing Instructions" and a note that asterisks indicate required fields. The form contains several input fields: "Remitter's (Company) Name \*", "Address \*", "City \*", "State/Country \*", "Postal Code \*", "Contact Name \*", "Phone Number \*", "Email Address \*", and "Legal Name \*". A "Next" button is located at the bottom of the form, along with a "View PDF" button. A red circle with the number "1" is overlaid on the left side of the form, pointing to the "Remitter's (Company) Name" field.

# COMPLETE AGENCY FORM (DART)



2 Enter the following information for each submitted statement of account:

- Fiscal year
- Filing period/quarter
- Identification number
- Total royalty fee and interest (if applicable)
- Amendment fee (if applicable)

Library of Congress DART Royalty Payment

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

2 of 3 Fee Information

United States Copyright Office  
Pay Royalties for DART

Remitters must download and attach a completed copy of this form to the Statement(s) of Account submission.

\* Required Field

NOTE: The DART ID # is a unique number assigned by the Licensing Division. If you are a first-time filer, you may enter 00000 or 99999, and upon receipt of the statement(s), the Licensing Division will assign a new system identification number. If you are not a first-time filer and do not know the number, contact the Licensing Division at (202) 707-8150 or [licensing@copyright.gov](mailto:licensing@copyright.gov).

2

Line 1:			
Fiscal Year Start *	Fiscal Year End *	Filing Period/Quarter Start *	Filing Period/Quarter End *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
ID # *	Royalty & Interest	Amendment Fee	Total Amount
<input type="text"/>	<input type="text" value="(if applicable)"/>	<input type="text" value="(if applicable)"/>	<input type="text" value="\$0.00"/>

+ Add Another

Previous Next

View PDF

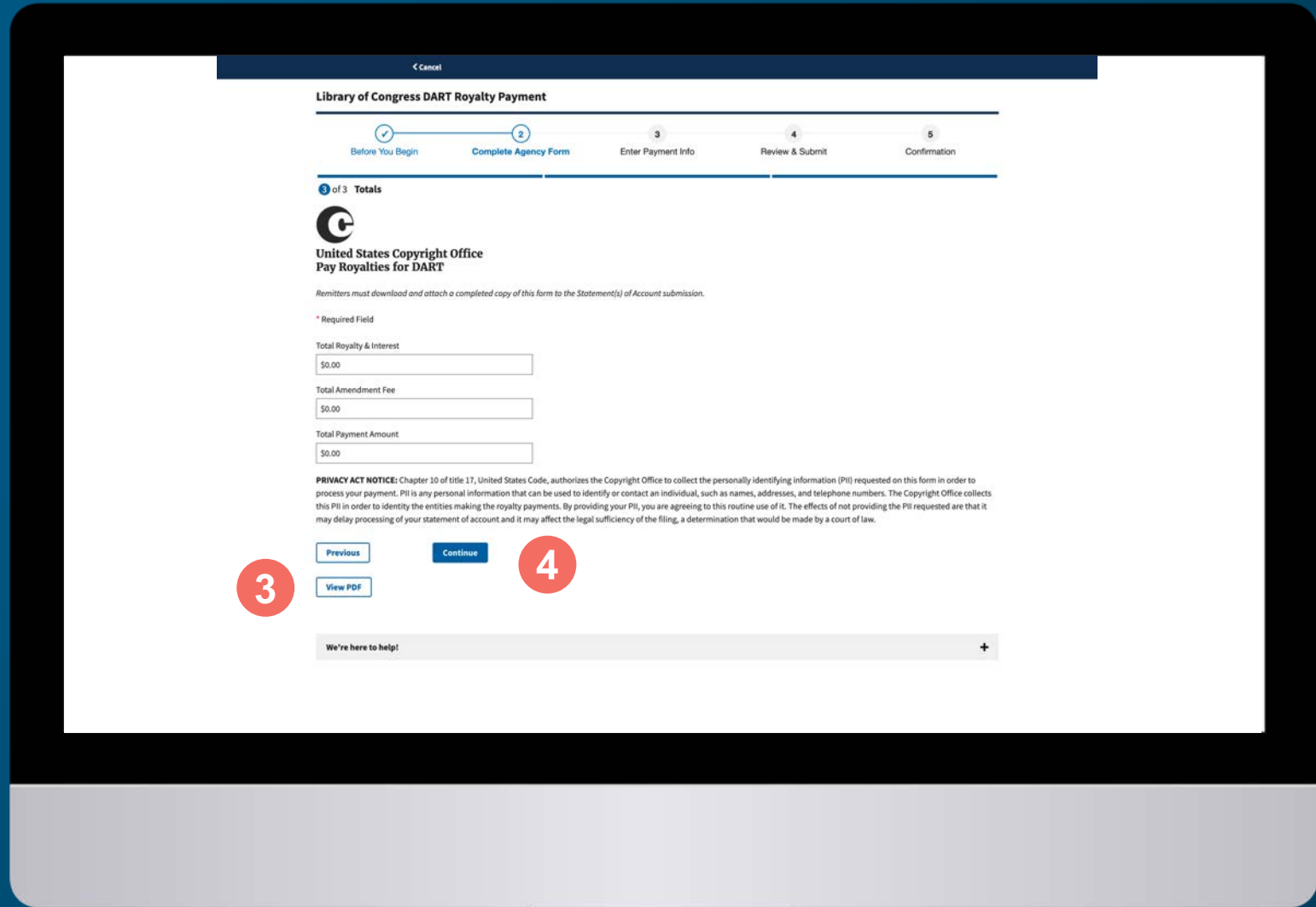
We're here to help!

# COMPLETE AGENCY FORM (*DART*)



3 Click *View PDF* to review and print a PDF version of the completed Pay.gov form for your records. You will need to attach a copy of the completed Pay.gov form and remittance advice form to the corresponding statement of account submitted to the Office.

4 Click *Continue*.

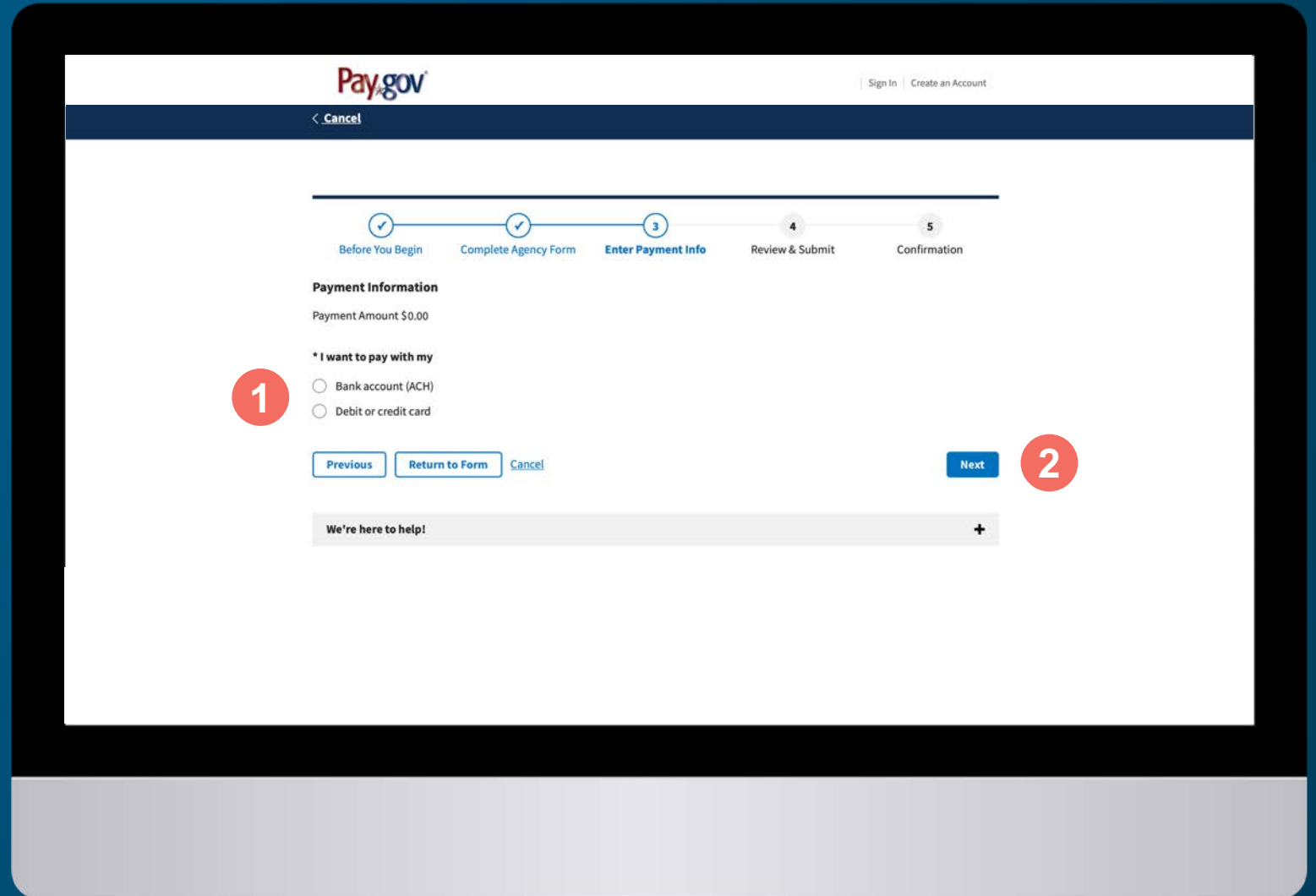




## Enter Payment Information

After completing the relevant Pay.gov form and clicking *Continue*, all filers will advance to the payment page and have the ability to select a bank account (ACH transfer) or debit or credit card payment.

- 1 Select payment method.
- 2 Click *Next*.



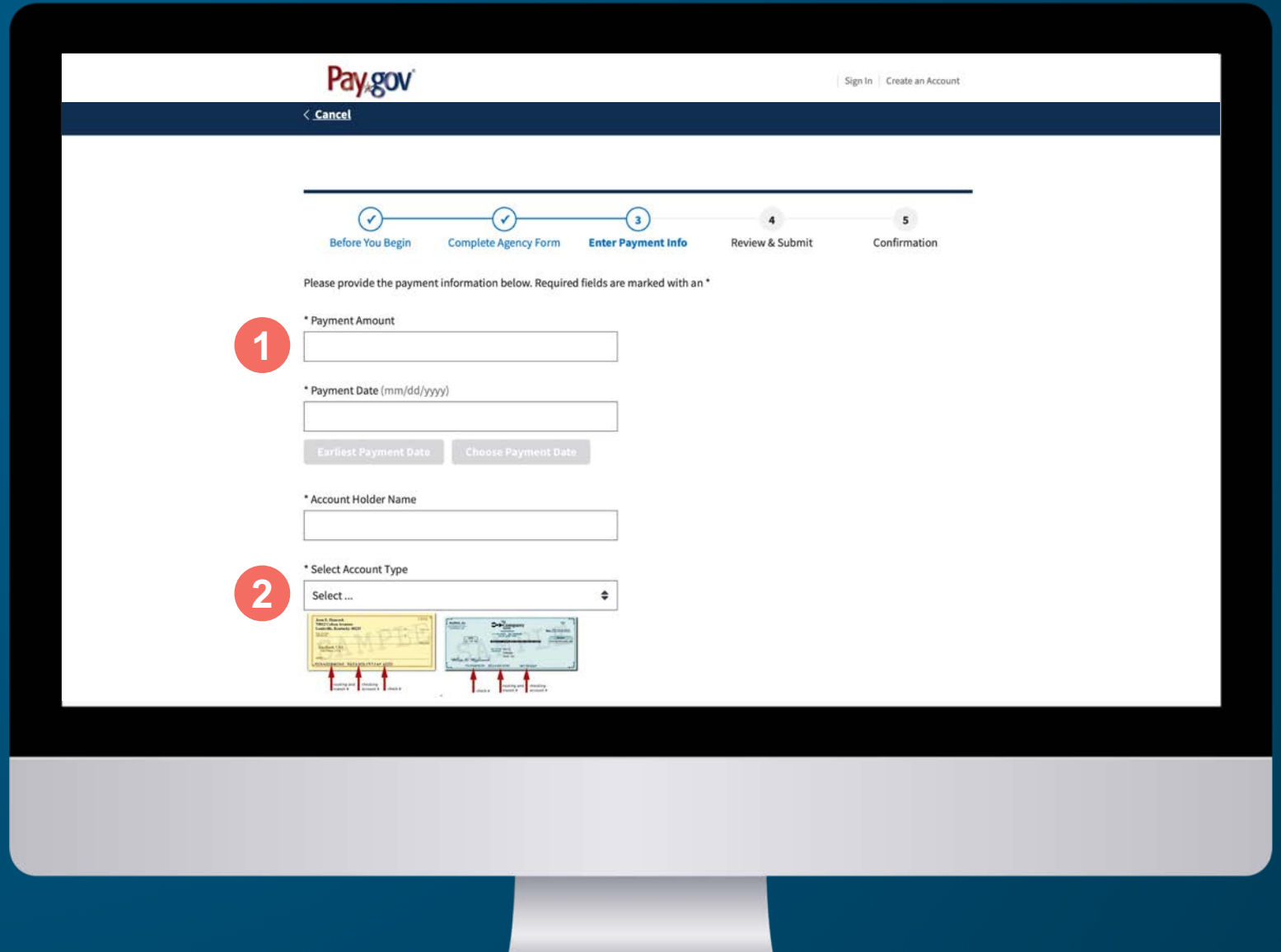


# ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



## Bank Account (ACH) Payments

- 1 Confirm payment amount, payment date, and account holder's name are correct. Update the information as needed.
- 2 Select an account type from the drop-down menu.



## ENTER PAYMENT INFORMATION (*BANK ACCOUNT*)



- 3 Enter the financial institution's routing and account numbers. Confirm the account number.
- 4 To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.
- 5 Click *Review and Submit Payment* when you are satisfied the information is correct.

A screenshot of a payment form displayed on a computer monitor. The form is white with a black border. It contains three input fields for routing and account numbers, each with a red circle containing the number 3 next to it. Below the fields are three buttons: "Previous", "Return to Form", and "Cancel", with a red circle containing the number 4 next to the "Previous" button. To the right of these buttons is a blue button labeled "Review and Submit Payment" with a red circle containing the number 5 next to it. At the bottom of the form is a grey bar with the text "We're here to help!" and a plus sign icon.

\* Routing Number

3

\* Account Number

\* Confirm Account Number

4

[Previous](#) [Return to Form](#) [Cancel](#) [Review and Submit Payment](#) 5

We're here to help! +

# ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



## Debit and Credit Card Payments

- 1 Confirm that the payment amount and cardholder's name are correct. Update the information as needed.
- 2 Enter the billing address.

**Note:** The Company ID for the ACH debit transactions is: 0000798502.

Pay.gov Sign In Create an Account

[Cancel](#)

Before You Begin Complete Agency Form **Enter Payment Info** Review & Submit Confirmation

Please provide the payment information below. Required fields are marked with an \*

\* Payment Amount  
\$0.00

1 \* Cardholder Name

2 \* Cardholder Billing Address

Billing Address 2

City

\* Country  
United States

## ENTER PAYMENT INFORMATION (*DEBIT AND CREDIT CARD*)



**3** Enter the debit or credit card information.

**NOTE:** The daily maximum limit for credit card transactions is \$24,999.99 per card. There is no limit for debit cards.

**4** To make changes to your payment information, click *Previous*. To cancel payment, click *Cancel*.

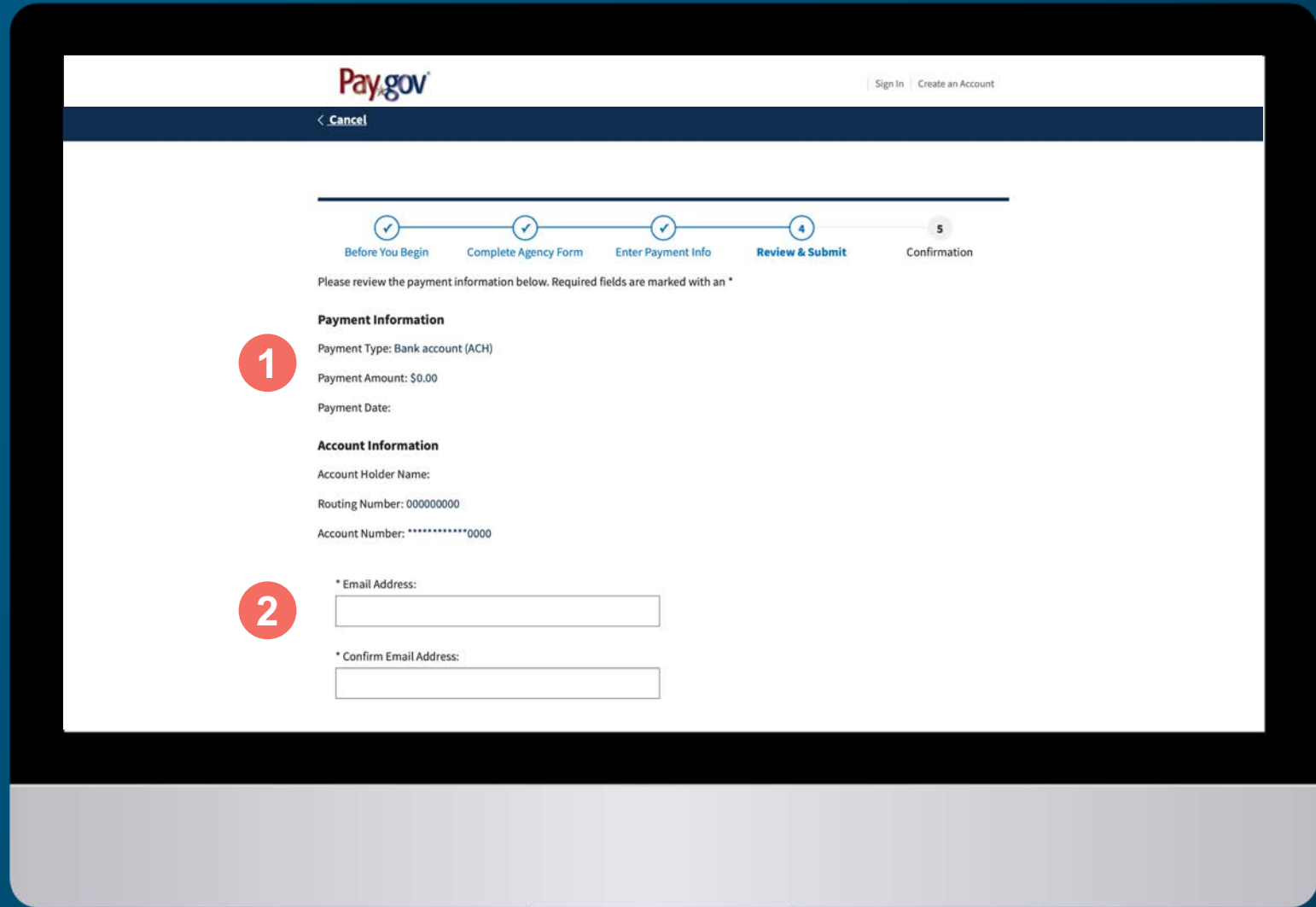
**5** Click *Review and Submit Payment* when you are satisfied the information is correct.

A screenshot of a payment form displayed on a computer monitor. The form is white with a black border. It contains several input fields and buttons. A red circle with the number '3' is overlaid on the 'Card Number' field. A red circle with the number '4' is overlaid on the 'Previous' button. A red circle with the number '5' is overlaid on the 'Review and Submit Payment' button. The form includes fields for State/Province, ZIP/Postal Code, Card Number, Expiration Date, and Security Code. Below the Security Code field is a link that says 'What's this?'. At the bottom of the form, there is a section titled 'We're here to help!' with a plus sign to its right. The background of the slide is a dark blue gradient.



## Payment Authorization

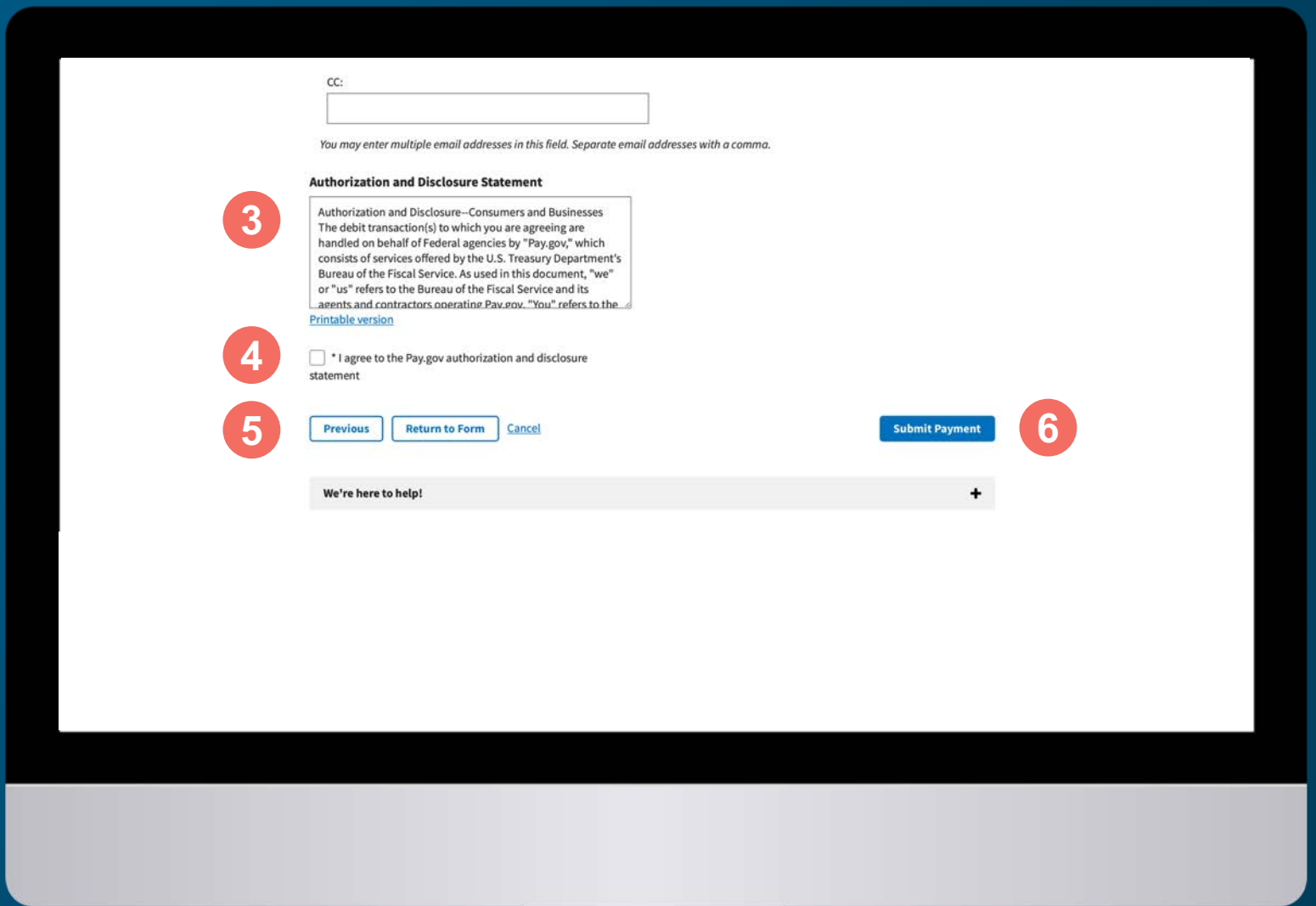
- 1 On the summary page, confirm the payment and account information is correct.
- 2 To receive an email confirmation upon completion of the transaction, check the box and provide an email address.



# PAYMENT AUTHORIZATION



- 3 Read the Authorization and Disclosure Statement.
- 4 If you agree, click *I Agree*.
- 5 To make changes, click *Previous*.
- 6 To complete the transaction, click *Submit Payment*.



# CONFIRMATION

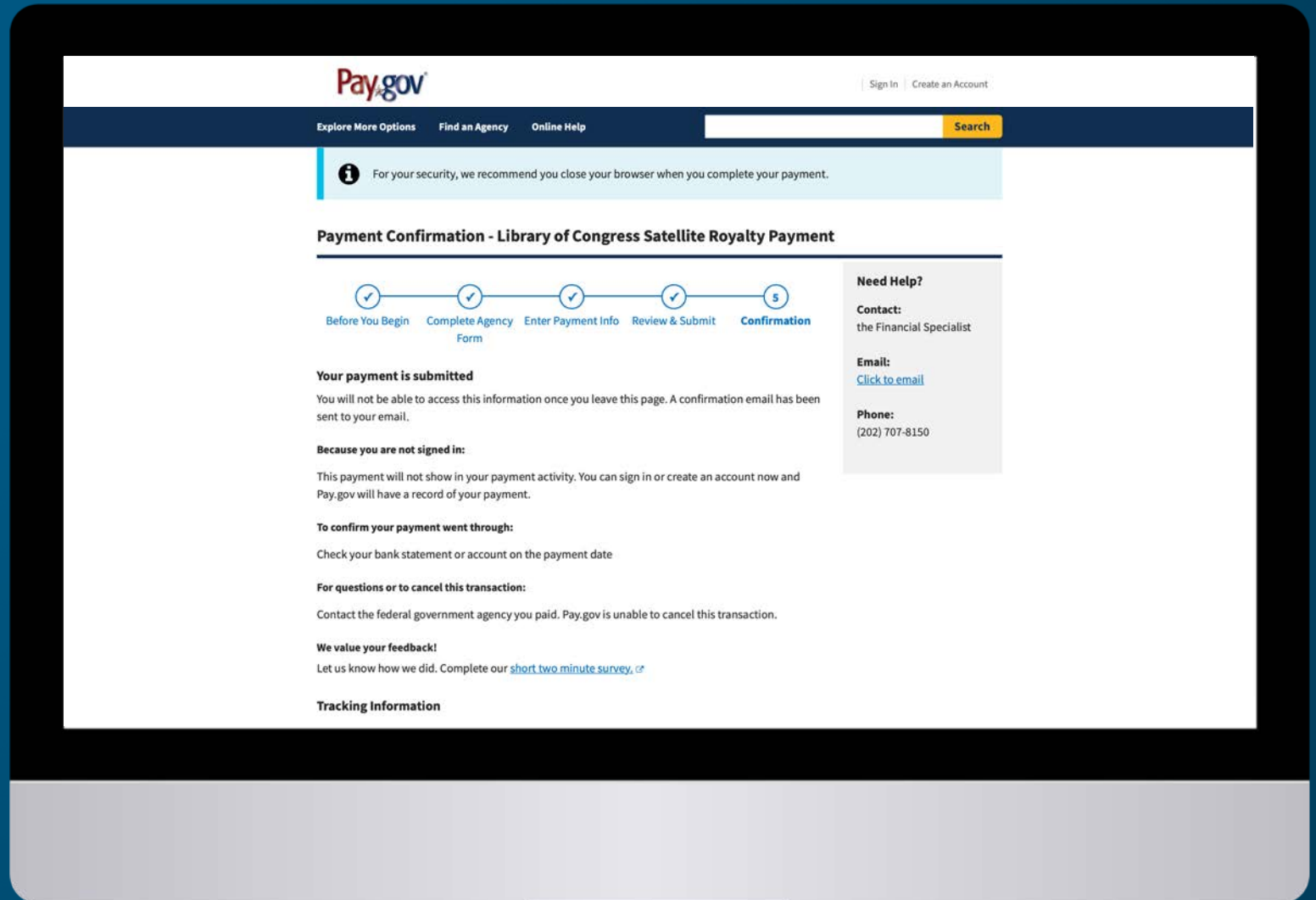


On the Payment Confirmation page, print or save a copy of your receipt. If you checked the box on the Payment Authorization page, you will receive a confirmation receipt via email.

You must notify the Licensing Section of your payment. To do so, send a copy of the Payment Confirmation page receipt and remittance advice form to the Section by email or fax.

Email: [licfiscal@copyright.gov](mailto:licfiscal@copyright.gov)

Fax: (202) 707-0905



# Important Information

EFTs received after the filing deadline are subject to an interest assessment. Pay.gov EFTs must be transmitted by 3:00 p.m. eastern time on one banking day to settle on the next banking day.

Failure to follow these instructions may result in return of fees to the remitter's account.

The U.S. Copyright Office, Library of Congress, is an agency of the United States government and is exempt from backup withholding. Taxpayer identification number: 53-6002532.

**Interest Rate Tables: <https://www.copyright.gov/licensing/interest-rate.pdf>**



# Contact Us

For more information about payments via Pay.gov, contact the Licensing Section.

**Email:**

[licfiscal@copyright.gov](mailto:licfiscal@copyright.gov) (for payment information only)

[licensing@copyright.gov](mailto:licensing@copyright.gov) (for other licensing-related inquiries)

**Telephone:** (202) 707-8150, 8:30 a.m. to 5:00 p.m. eastern time

**Fax:** (202) 707-0905

**Mail:**

Library of Congress

Copyright Office-LD

101 Independence Avenue SE

Washington, DC 20557-6400

**Website:** [copyright.gov/licensing](https://copyright.gov/licensing)