

# Circular 74

## How to Make Compulsory License Royalty Payments Via Electronic Transfer of Funds

### ELECTRONIC ROYALTY PAYMENTS

Cable systems, satellite carriers, and digital audio recording technology (“DART”) manufacturers and importers under the copyright compulsory license can make their royalty fee payments by using either the **Automated Clearing House (ACH)** network through the Remittance Express program or the United States Treasury **Fedwire Deposit System**. Under these electronic deposit systems, the Licensing Division can receive royalty payment deposits originating from operators’ commercial banks.

#### Procedure for an Electronic Payment Via ACH

- Contact your financial institution to determine if it is capable of originating ACH payments. (If not, encourage the institution to obtain the capability.) 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 deadline. Settlement generally occurs the business day after the ACH transmission. Check with your financial institution on timing to avoid interest payments.
- Use the CCD format.
- Provide your financial institution with the specific instructions below so that the ACH can be transmitted:

Financial Institution:	Federal Reserve Bank of Richmond
Location:	701 E. Byrd Street Richmond, VA 23219
Receiving ABA Number:	051036706
Account Number:	303017
Account Name:	Register of Copyrights
Payment-Related Instructions:	See “Payment-Related Instructions”

Procedure for an Electronic Payment Via Fedwire  
 Contact your financial institution to determine if it can transfer funds via the Fedwire Deposit System. Provide the bank with the **specific** instructions below so that a Funds Transfer Deposit Message can be transmitted to the Department of the Treasury:

Receiver ABA No.:	021030004
Receiver Name:	TREAS NYC
Beneficiary Account:	00007985
Beneficiary Name:	Register of Copyrights
Originator to Beneficiary Info.:	See “Payment Related Instructions”

### PAYMENT-RELATED INSTRUCTIONS

The accounting period, number of Statements of Account, type of royalty payment (cable, satellite, or DART), and legal name of the owner of the cable system (and first community served), satellite carrier, or the DART manufacturer or importer covered by the electronic transfer must be provided here.

Example: APC-952/NSA-00001/TOF-C/LNR-ABC  
 CABLE CO (ALBANY NY/)

A description of subfields and their order for payment-related information follows:

SUBFIELD	DESCRIPTION
<b>APC-</b>	Is a 3-digit subfield indicating the accounting period covered by the electronic transfer. The second accounting period for 1995 is indicated by “952”. If the payment covers multiple accounting periods use “MAP” as the subfield and indicate on the cover letter the accounting period for each statement.
<b>NSA-</b>	Is a 5-digit subfield with leading zeros representing the number of statements of account the transfer covers, 00001 for 1 statement and 00095 for 95 statements.
<b>TOF-</b>	Indicates the type of royalty fee, <b>C</b> for cable royalty fees, <b>S</b> for satellite royalty fees, and <b>D</b> for DART royalty fees.
<b>LNR-</b>	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 use care and 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.

If additional information is needed concerning royalty payments via electronic transfer, you may contact a Financial Specialist at:

Library of Congress  
Copyright Office  
Licensing Division, LM-458  
101 Independence Avenue, S.E.  
Washington, D.C. 20557-6400  
Telephone: (202) 707-8150  
Fax: (202) 707-0905  
Internet: [www.copyright.gov](http://www.copyright.gov)

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## HOW TO FILE THE STATEMENT OF ACCOUNT

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- Where the royalty fee is remitted by electronic payment, the related Statement(s) of Account must be filed by the appropriate deadline.
- A cover letter must accompany the Statements of Account indicating:
  - 1 The royalty fee payment will be made via electronic funds transfer;
  - 2 The amount of the electronic funds transfer;
  - 3 The date the electronic funds transfer is to be made;
  - 4 The accounting period covered by the electronic payment. If the payment covers more than one period, indicate the accounting period for each statement; and
  - 5 Cable operators must identify each statement by "community served" and amount of royalty fee allocated to each statement.

**IMPORTANT:** STATEMENTS OF ACCOUNT AND ELECTRONIC FUNDS TRANSFERS RECEIVED AFTER THE FILING DEADLINE ARE SUBJECT TO AN INTEREST ASSESSMENT.