



## Special Announcement to Deposit Account Holders

# Electronic Funds Transfer Now Available for Replenishment of Accounts

Deposit account holders may now replenish their balances easily and quickly using the Automated Clearing House (ACH) network through the Remittance Express program. This system permits the Copyright Office to receive replenishment payments originating from your commercial bank.

Here's how to get started:

### Procedure for an Electronic Transfer via ACH

- Contact your financial institution to determine if it is capable of originating ACH payments. (If it is not, encourage it 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 to the Copyright Office.
- Use the Cash Concentration or Disbursement (CCD) format.
- **Provide your financial institution with this specific information regarding your ACH electronic transfer of funds:**

Receiving Financial Institution: **Federal Reserve Bank of Richmond**

Location: **701 E. Byrd Street  
Richmond, VA 23219**

Receiving American Banking Association (ABA) number: **051036706**

Account number: **303049**

Account name: **Register of Copyrights**

## Transfer-Related Instructions

The Addenda Sequence field must include the following information in the following order:

- Deposit Account number
- Name of Deposit Account holder
- Personal representative of the Deposit Account holder

Example:

Addenda Sequence Number: 0001
DA003333/ACME PUBLISHERS, INC. (John B. Gray)

The Copyright Office will also accept a single remittance to replenish two or more accounts. In this case, a separate Addenda Sequence field must be completed for each account to receive payment. **The amount to be deposited into each account must appear in the field.**

Example:

Addenda Sequence Number: 0001
DA003333/\$2000.00/ACME PUBLISHERS JOURNALS DIVISION (John B. Gray)

Addenda Sequence Number: 0002
DA003333/\$2000.00/ACME PUBLISHERS CHILDREN'S BOOKS DIVISION (Mary Pinto)

Each field holds only 80 characters, so it is essential that the Deposit Account number appear first in case the full entry cannot fit. Be sure to use the above order in providing information.

For additional information, please call Dean Seibert, head of the Fiscal Control Section, at (202) 707-5594, or email him at [dsei@loc.gov](mailto:dsei@loc.gov).



Library of Congress • Copyright Office • 101 Independence Avenue, S.E. • Washington, D.C. 20559-6000  
[www.loc.gov/copyright](http://www.loc.gov/copyright)