



Making Statutory License Royalty Payments Using Pay.gov

Frequently Asked Questions

▶ **Am I required to use Pay.gov to pay my royalty and filing fees?**

No. As of July 1, 2022, the Licensing Section strongly encourages remitters to use Pay.gov when submitting their electronic royalty and filing fee payments.

▶ **Am I still able to use Fedwire or ACH?**

Yes, but the Licensing Section strongly encourages remitters to use Pay.gov when submitting their electronic royalty and filing fee payments.

▶ **What are the benefits of using Pay.gov?**

Using Pay.gov offers numerous benefits over other methods. In 2022, the Licensing Section released public Pay.gov forms that allow the remitter to use credit and debit cards, streamline the process for submitting required documentation, and eliminate the need for users to contact the Licensing Section to establish an account.

▶ **Can I pay current, past, and future royalty and filing fees using Pay.gov?**

Yes.

▶ **Do I have to create a Pay.gov account?**

No. You do not have to create an account to make payments via Pay.gov. However, creating an account on Pay.gov will allow you to see your payment history, store payment information, and copy previously submitted forms to make a new payment.

▶ **Will I still be able to use the private form on Pay.gov?**

No. On June 30, 2022, the Licensing Section retired the private form previously in use on Pay.gov. You will no longer be able to use the private form to make Pay.gov payments.

▶ **Will I still use the same remittance advice form as used for previous accounting periods?**

No. On June 30, 2022, the Licensing Section retired the remittance advice form previously in use. You will no longer be able to use that form. You can access the new remittance form through Pay.gov.

▶ **How do I submit the remittance advice form?**

Cable and satellite statement of account filers will have to create and upload the EFT Remittance Advice Template provided by the Office through Pay.gov. On the **Pay.gov form**, download the Excel template by clicking the “Download Excel Template” link. Then, enter the relevant information, save the template as a “CSV (Comma Delimited)” file to your computer, and upload the file to Pay.gov upon completion. For more information, view the **Pay.gov tutorial**.

Note: Make sure you save the file as “CSV (Comma Delimited)” as there are other CSV types available.

▶ **This is my system's first filing. How do I get a cable or satellite ID number?**

The ID number used by cable and satellite statement of account filers is a unique number assigned by the Licensing Section upon receipt of your first statement. When making an EFT payment via Pay.gov, first-time filers may enter 00000 or 99999 in the ID Number field to complete their royalty and filing fee payment.

▶ **I am not a first-time filer, but I do not know my ID number. Where can I find this information?**

If you are not a first-time filer, visit the **Search LDS database**. On this page, you can search for your system by legal name or first community to find your ID number. If you are unable to locate your ID number, contact the Licensing Section at **licensing@copyright.gov** or (202) 707-8150.

Note: You can also use this database to obtain additional information regarding your cable system.

► **When should I file my statement of account and pay the royalty and filing fees?**

Cable systems have *sixty* days after the close of each accounting period to file their statements and pay all royalty and filing fees. For the January–June accounting period, file your statements between July 1 and August 29, inclusive, and for the July–December accounting period, file between January 1 and March 1, inclusive. If August 29 or March 1 falls on a weekend or federal holiday, you may file your statements and pay royalty and filing fees on the next business day.

Satellite carriers have *thirty* days after the close of each accounting period to file their statements and pay all royalty and filing fees. For the January–June accounting period, file your statements between July 1 and July 30, inclusive, and for the July–December accounting period, file between January 1 and January 30, inclusive. If July 30 or January 30 falls on a weekend or federal holiday, you may file your statements and pay royalty and filing fees on the next business day.

► **What is the difference between ACH debit and ACH credit payment methods?**

For an ACH credit transaction, the filer initiates the payment, instructing their financial institution to push money from their account to the Office’s account.

For an ACH debit transaction, the filer gives the Office permission to pull money from their account.

► **What is the company ID number and name for ACH debit transactions?**

The company ID number is 0000798502, and the name is Library of Congress.

► **Can I schedule ACH payments in advance?**

Yes. Pay.gov offers an option to defer ACH payments.

► **Can I cancel a payment if I make a mistake?**

Pay.gov allows you to cancel a payment if it is in “Pending” status.

If you have made the payment through a Pay.gov account, you can cancel the payment if it has not been processed (that is, funds have not moved out of your account). If you need further assistance with canceling a pending payment, please contact Pay.gov’s **customer support**.

If you do not have a Pay.gov account and have made your payment as a guest, you will have to contact Pay.gov by email at pay.gov.clev@clev.frb.org or by phone at 1-800-624-1373. Customer support is available Monday through Friday from 8:00 a.m. to 7:00 p.m. eastern time.

► **If I use a credit card, will there be a statement of the charges reflected on the credit card statement with a description available?**

Yes. There will be a statement of the charges on the form. The credit card statement description should be “USCO Licensing Section.”

► **Circular 74 indicates there is a \$24,999 limit per credit card (as opposed to per transaction). If I need to pay more than that, can I use multiple cards?**

You can only use one card per transaction. You cannot use multiple cards to make a single payment. If you need to pay more than the credit limit, you will need to use a different payment method.

► **Is there a processing fee for credit card payments?**

Treasury covers a credit card interchange fee on behalf of the agency.

► **What is the difference between SA1, SA2, and SA3 filing fees for cable filers?**

If you are submitting an SA1 form, meaning your gross receipts total \$137,100 or less, you will pay a royalty fee of \$52 and a filing fee of \$15.

If you are submitting an SA2 form, meaning your gross receipts total more than \$137,100 and less than \$527,600, you will pay a royalty fee determined by a formula based on percentage of gross receipts and a filing fee of \$20.

If you are submitting an SA3 form, meaning your gross receipts total \$527,600 or more, you will pay a royalty fee determined by a formula based on percentage of gross receipts and on the number of distant stations carried by the system and a filing fee of \$725.

▶ ***I received an error message when entering an amount in the Filing Fee column (such as, “SA-1 Filing Fee must be evenly divisible by \$15.00”). How do I correct this?***

When filling out the form, you should account for each type of statement (SA1, SA2, or SA3) on separate rows, meaning you should record only one type of filing fee on each line. Each amount in the Filing Fee column should be evenly divisible by the type of statement’s filing fee (\$15 for SA1, \$20 for SA2, and \$725 for SA3).

For example, if you are submitting three SA1 forms, two SA2 forms, and two SA3 forms, you would enter this information on three separate lines. Then in the Filing Fee column, you would enter \$45 for the SA1 forms (evenly divisible by \$15), \$40 for the SA2 forms (evenly divisible by \$20), and \$1450 for the SA3 forms (evenly divisible by \$725).

▶ ***I received an error message that says “Invalid Characters found in data content” in the First Community Served column. How do I correct this?***

If you receive an error message indicating invalid characters, review the file to ensure that you have not included unnecessary commas, periods, or other punctuation marks in the column and that you have saved the file as the file type “CSV (Comma Delimited).” Note that attaching any other variation of a CSV file may cause this error.

▶ ***After downloading the EFT Remittance Advice Template, I am unable to input any information; it shows as “Read-Only.” How do I correct this?***

To gain full access to the template, you will need to download and open the file using the full Microsoft Excel program.

▶ ***I’m not able to attach the file on Pay.gov, and I received an error message stating, “The attachment file name contains invalid characters.” How do I correct this?***

If you receive an error message while trying to attach your file, review the file name to ensure it is the original file name and no parentheses are included (for example, “eft-remittance-advice-template.csv (2)”). If there are parentheses, as in the example, rename the file by removing the “(2)” and then try reattaching the file in Pay.gov.

▶ ***The new Excel version of the EFT Remittance Advice does not appear to include the same information as the previous EFT Remittance Advice form, such as the company name and contact information. Is this information no longer required?***

The information is still required, and you will enter it on the page just prior to downloading the template. The template provides a more detailed breakdown of the fees for internal purposes. We will still have the company name and contact information.

▶ ***The 3.75 Fee and Syndicated Exclusivity Surcharge column headings state I should enter a zero if there is none. For other fields that do not apply (for example, Interest or Amendment Fee), should I leave them blank or enter zero for them too?***

For any fields that do not apply, you should enter zero to indicate they were not overlooked. Note that after entering zero, the form will show a hyphen (“-”) instead of a zero (“0”) in that field.

▶ ***What should be included in the Royalty Fee field?***

You should only enter the royalty amount for that statement of account. The Total Amount field will automatically generate the total based on what you enter for the filing fee and royalty fee amounts.