

If you already have Licensee Direct access, and there are no changes from the prior year, please [log in](#) to confirm AND certify your minimum fee form online rather than use this form. Otherwise, email this signed form to royaltyadministration@soundexchange.com.



2020 Minimum Fee Form
Statement of Account
Noncommercial Educational
Webcaster

Check here if this is a restatement of a previously submitted Minimum Fee Form for 2020 <input type="checkbox"/>	Name of School or Station	Initial Streaming Date
URL (web address)		

Contact Information: Please enter the contact information of the representative who should receive an invitation to Licensee Direct and who will be available to answer questions about your service.			
Title	First Name	Last Name	
Street Address		City	
State		Zip Code	
Telephone Number		Email Address	

Minimum Fee Calculation Please select how your service will submit reports For more information on these options, please see page 2 of this form Reporting Waiver <input type="checkbox"/> Sample Based Reporting <input type="checkbox"/> Census Based Reporting <input type="checkbox"/>	
2020 Reporting Waiver If you selected the reporting waiver option above, please enter \$100. If you have already paid a reporting waiver for 2020 for another channel under the same school, please enter \$0.	
2020 Annual Minimum Fee Per station/channel (Separate forms are required per station/channel.)	\$500
Previous Payments for 2020 Liability Enter any amounts previously paid for the 2020 minimum fee.	
Current Total Minimum Fee Liability Amount owed to SoundExchange. Subtract previous 2020 payments from 2020 reporting waiver and annual minimum fee. If amount is less than 0, please contact SoundExchange.	

Attestation: According to federal regulations, this form must be signed by an owner/officer/partner/agent of the Licensee. For more information about rates and terms for Noncommercial Educational Webcasters, see 37 CFR 380 Subpart C.	
The undersigned hereby states that (1) he or she is a duly authorized representative of the applicable educational institution, (2) has examined this Statement of Account, (3) it is true, accurate, and complete to his or her knowledge after reasonable due diligence, and (4) further certifies that the licensee entity named herein qualifies as a Noncommercial Educational Webcaster for the relevant year.	
Signature	
Printed Name	Date
Position	



I. ELIGIBILITY FOR NONCOMMERCIAL EDUCATIONAL WEBCASTER RATES AND TERMS

To be eligible for the Noncommercial Educational Webcaster Rates and Terms, a service must be a Noncommercial Webcaster (generally, a service that has received (or applied for) tax-exempt status under section 501 of the Internal Revenue Code or is operated by a governmental entity for public purposes) that is operated by (or affiliated with and sanctioned by) a domestically accredited educational institution, and the service's webcasting operations must be staffed substantially by students enrolled at the educational institution. In addition, the service must take affirmative steps not to make total transmissions in excess of 159,140 Aggregate Tuning Hours on any individual channel or station in any month, if it has made total transmissions in excess of 159,140 Aggregate Tuning Hours on any individual channel or station in more than one month of the previous calendar year. If the service has exceeded 159,140 Aggregate Tuning Hours in more than one month in the previous calendar year, the service must contact licenseerelations@soundexchange.com for information on how to proceed .

II. REPORTING OPTIONS

For each year, Noncommercial Educational Webcasters must choose between one of the three options below for providing Reports of Use to SoundExchange:

1. Reporting waiver: This option is available for services which (a) did not exceed listenership of 80,000 aggregate tuning hours ("ATH") for more than one month on any single station or channel during the preceding calendar year, and (b) do not reasonably expect to exceed listenership of 80,000 ATH in any month on any single station or channel for the applicable calendar year. (If the service is operating multiple stations or channels, only one waiver is required. A single \$100 fee per year covers the reporting waiver for all stations/channels.) Note: If the service unexpectedly exceeded 80,000 ATH on any single station or channel during more than one month within the previous calendar year, it may still elect the reporting waiver option for the applicable calendar year, provided it implements measures reasonably calculated to ensure that it does not make Eligible Transmissions exceeding 80,000 ATH per station or channel for any month within the applicable calendar year and contacts Licensee Relations immediately to confirm such implementation.
2. Sample-based reporting: This option is available for services which (a) did not exceed listenership of 159,140 aggregate tuning hours ("ATH") for more than one month on any single station or channel during the preceding calendar year, and (b) do not reasonably expect to exceed listenership of 159,140 ATH in any month on any single station or channel for the applicable year. The service will submit four quarterly Reports of Use on an annual basis (each due January 31 of the subsequent year). Each quarterly Report of Use must identify all sound recordings transmitted under statutory licensing which generated performances during any two weeks within that quarter. (Please see 37 CFR 370.4 for more information on format and delivery specifications.) NOTE: In lieu of providing actual total performances per track or total ATH for the two weeks surveyed, services may submit station/channel name and play frequency (i.e. "spins") per track. Services are encouraged to provide actual total performance or total ATH, if possible.
3. Census-based reporting: The service will submit three monthly Reports of Use on a quarterly basis (due within 45 days after the end of each calendar quarter), each containing the complete listing of each sound recording transmitted under statutory licensing which generated performances during each month within the quarter. (Please see 37 CFR 370.4 for more information on format and delivery specifications.) NOTE: For the first calendar year that a service submits census-based reporting the service may submit station/channel name and play frequency (i.e. "spins") per track instead of actual total performances per track or aggregate tuning hours. After that first year of census-based reporting, all Reports of Use for subsequent years must contain either aggregate tuning hours or actual total performances per track.



III. NOTICE

Services that have filed a Notice of Use of Sound Recordings under Statutory License with the Copyright Office are obligated to comply with all requirements of the statutory licenses under Sections 112 and 114 of the Copyright Act. It is the responsibility of each such service to ensure that it is in full compliance with the requirements of the statutory licenses under 17 U.S.C. §§ 112 & 114. SoundExchange is not in a position to determine whether each of the many services that rely on these statutory licenses is eligible for statutory licensing and does not in fact make any such determination. Nor does SoundExchange verify that such services are in full compliance with all applicable requirements of the two statutory licenses. Accordingly, SoundExchange's acceptance of services' payment does not express or imply any acknowledgment that a service is in compliance with the requirements of the statutory licenses or otherwise eligible to rely on the statutory licenses. SoundExchange, its members and other copyright owners reserve all their rights to take enforcement action against a service that is not in compliance with those requirements, regardless of any royalty payments such service may have made to SoundExchange.

IV. SUBMITTING If you already have a Licensee Direct Account, and do not need to make any changes from your 2019 form, please [log in](#) to Licensee Direct to confirm and certify your 2020 form, and (if desired) submit payment online.

If you do not already have a Licensee Direct account, or need to make changes from your 2019 form, please email this form to royaltyadministration@soundexchange.com and request access or the applicable changes. If your service is new you will receive an email invitation to Licensee Direct shortly after receipt of this form. After you gain access to Licensee Direct, or after the changes have been made to your account, please submit your payment online or by mail.

To pay via check, please mail the check and a hard copy of this form to:

SoundExchange, Inc.
P.O. Box 75202
Baltimore, MD 21275-5202

If using a courier or overnight delivery:

Lockbox Services 75202
Wells Fargo Bank
7175 Columbia Gateway Drive
Attn: SoundExchange, Inc., Lockbox 75202
Columbia, MD 21046
Tel.: 1-800-289-3557

Please email licenseerelations@soundexchange.com with any questions.