

There have been many requests for USAC to provide guidance with respect to what information should be included in your SPIN change request. Below is a checklist that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

Service Provider (SPIN) Change Checklist

When requesting a SPIN change, use the following checklist to ensure that the necessary information has been provided.

Did you remember to provide...?

- Current contact information
- An alternate contact person and/or information (if applicable)
- Your Billed Entity Number (BEN)
- Application Number(s) and Fund Year
- For each Funding Request Number(s) (FRNs) where you want to change the SPIN indicate:
 - The service provider name, number and contact information for the old SPIN
 - The service provider name, number and contact information for the new SPIN
 - If the old SPIN provided any services in this FRN, you must also include detailed information about the recurring and non-recurring services provided by the old SPIN, versus those provided by the new SPIN along with effective dates
- Three required certifications.
- Requestor signature and title
- If the new provider is providing different services, remember to also submit a service substitution request.
- Submit your SPIN change by the last date to receive service for the FRN.

For more information, search for "SPIN Change" on the USAC website.