

There have been many requests for USAC to provide guidance with respect to what information should be included in your service substitution 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 Substitution Checklist

When requesting a service substitution, 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 the Fund Year
- All Funding Request Number(s) (FRNs) where you want to change the services
- A detailed From and To list for each FRN indicating the specific make and model of the services being substituted and the associated prices for each product or service
- Four required certifications.
- Requestor signature and title
- Submit your service substitution by the last date to receive service for the FRN

For more information search "service substitution" on the USAC website.