Form 498 and 499 Jams

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Overview

- Form 498

- Form 499-A

- E-File System

- Jams

Form 498

- Form 498 - Service Provider Identification Number and Contact Information Form
  - Original must be filed on paper
  - Must include a letter of authorization with an original signature (required text is contained in the instructions)
  - Updates can be done online
    - NOTE: About 40% of paper forms and form revisions are rejected the first time they are submitted

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Form 498

FCC Form 498

Approval by OMB 3060-0824

Service Provider Identification Number and Contact Information Form

Estimated Average Burden Hours Per Response: 1.5 hours

FCC Form 498 is used to collect contact, remittance, and payment information for service providers that receive support from the Federal universal service support mechanisms. For greater flexibility, this form allows service providers to use the same General Contact information for all their program and remittance data collected for each of the four support mechanisms, or multiple remittance addresses. Please report any changes to this information on a revised FCC Form 498 to prevent any delays in notification and the timeliness of disbursements on their behalf. Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Please read instructions, located at: http://www.universalservice.org/forms, before beginning this application.

Please check one box below.

☐ Original Application for SPIN

☐ Revision to existing Form 498 on file with USAC

(Requests for revisions to an existing Form 498 must be signed by the General Contact or an officer of the company.)

See Instruction Section III.A

Service Provider Identification Number (SPIN)
(To be inserted by USAC for first time applicants. **Required for subsequent revisions.**)

499 Filer ID
(Must be indicated if your company is required to file the FCC form 499)

Block 1: General Company Information [All Fields REQUIRED]

See Instruction Section III.B

1 _____
  Company Name

2 _____
  Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Form 498

- Keep your Form 498 Schools and Libraries information current
  - Block 1: General Company Information
  - Block 2: General Contact Information
  - Block 10: Schools and Libraries Banking and Remittance Payment Information (if desired)
  - Block 11: Company Contact for Schools and Libraries (populates SPIN Contact Search)
  - Block 14: Authorized Contact Signature

Form 498

- Why is Form 498 important to you?
  - USAC uses Form 498 to establish user IDs and passwords for online updates, submissions, etc.
  - Populates SPIN Contact Search database that applicants use to contact you and find your SPIN
  - Provides remittance information USAC uses to pay invoices

www.usac.org

Tips for First-time Filers

- Fill out the form online, then print the remittance copy from the online system
  - The online system will warn you of errors
  - USAC can easily verify and approve your paper form by accessing your data online
  - You avoid possible USAC data entry errors
- Submit all six pages of the paper form (even if some are blank)

Tips for First-time Filers

- You must include a certification letter on company letterhead with the EXACT text from the Form 498 instructions

- Your address cannot be a P.O. Box

- If your form is rejected, USAC will inform the General Contact by e-mail

www.usac.org

Tips for Revisions

- Paper and faxed revisions
  - Must contain all required information
  - Correct submissions post in about seven days
  - If revision is rejected, USAC sends an e-mail to the general contact (or the most recent general contact on record if the e-mail bounces)

- Online revisions
  - System warns you of any errors
  - Correct submissions post that day

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Form 498 Online Access

- **If you are filing for the first time**
  - You must file your Form 498 on paper
- **If you filed on or before October 2005 and did not subsequently file a revision**
  - You must file a Form 498 revision on paper
- **If you filed after October 2005 (new Form 498 or revision)**
  - Call 1-888-641-8722 to get online access

E-File System

- Once your Form 498 has been successfully processed, USAC will set up a user ID and password for:
  - General Contact (Block 2 email)
  - Company Officer (Block 14 email)
- USAC emails login information to Company Officer and General Contact

E-File System

https://forms.usac.org

E-File System

https://forms.usac.org

Form 498

- Form 499-A – Telecommunications Reporting Worksheet
  - In general, must be filed by providers of Telecommunications Services and Interconnected Voice over Internet Protocol (VoIP)
  - Filer ID is reported on Form 498 to verify compliance with this requirement
    - A "Y" will then appear on the SPIN Contact Search tool
    - Although this is a revenue reporting form, it can be used to obtain a "Y" before there are revenues to report
  - May also have to file Form 499-Q

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Form 499-A

2009 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting Calendar 2008 Revenues)

>>> Please read instructions before completing. <<<

Annual Filing -- due April 1, 2009

Block 1: Contributor Identification Information	During the year, filers must refile Blocks 1, 2 and 6 if there are any changes in Lines 10

101	Filer 499 ID [If you don't know your number, contact the administrator at (888) 641-8722. If you are a new filer, write "new" in this block and a Filer 499 ID will be assigned to you.]	
102	Legal name of reporting entity	
103	IRS employer identification number	[Enter 9 digit number]
104	Name telecommunications provider is doing business as	

105 Telecommunications activities of filer [Select up to 5 boxes that best describe the reporting entity. Enter numbers starting with "1" to show the order of

☐ CAP/CLEC ☐ Cellular/PCS/SMR (wireless telephony incl. by resale) ☐ Coaxial Cable ☐ Ir

☐ Interconnected VoIP ☐ Interexchange Carrier (IXC) ☐ Local Reseller ☐ Operator Service Provider (OSP) ☐ P

☐ Payphone Service Provider ☐ Prepaid Card ☐ Private Service Provider ☐ S

☐ Shared-Tenant Service Provider / Building LEC ☐ SMR (dispatch) ☐ Toll Reseller ☐ W

If Other Local, Other Mobile or Other Toll is checked, ☐ Other Local ☐ Other Mobile ☐ O

describe carrier type / services provided: ➡

106.1	Holding company name (All affiliated companies must show the same name on this line.)	
106.2	Holding company IRS employer identification number	[Enter 9 digit number]
107	FCC Registration Number (FRN) [https://svartifoss2.fcc.gov/cores/CoresHome.html] [For assistance, contact the CORES help desk at 877-480-3201 or CORES@fcc.gov]	[Enter 10 digit number]

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Form 498/499 Jams

1. My customer can't figure out how to contact me

- Solution: Update your Form 498 contact information
  - Don't just update Blocks 2 and/or 14 (general contact and company officer) but also the information on Block 11 (company contact for Schools and Libraries)
  - Updates can be done online

Form 498/499 Jams

2. My customer put the wrong SPIN on an FRN

- Solution #1: If the error is due to a merger or acquisition, contact USAC at 1-888-641-8722 for information on global SPIN changes

- Solution #2: If the error is a data entry error, tell your customer to do a RAL correction

- Solution #3: If the error is due to outdated Form 498 information, update your Form 498

Form 498/499 Jams

3. I have too much paper to manage

- Solution: Get online
  - Update your Form 498 if it was last filed or updated before October 2005

- Solution: Invoice online
  - You can file SPIs online or electronically
  - You can certify BEARs online if you have access to the E-file System

- Solution: Sign up for e-notifications
  - Email sldform@sl.universalservice.org

www.usac.org

4. My customer wants to file BEAR Forms online

- Solution: Get online
  - Note: You cannot approve an online BEAR Form with a paper certification page
  - Online BEAR Forms give you the option of approving or denying single lines or the entire form
  - History of invoicing activity is easily available

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5. My customer says I'm not eligible to provide telecom services and/or VoIP

- Solution: File Form 499-A and add your Filer ID to your Form 498

  - USAC may be able to perform this update based on a match of Taxpayer Identification Numbers (TINs)

  - This issue will come up during application review if your SPIN is not marked as eligible

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E-File System

- Enrollment is automatic once the Form 498 is approved
  - If you don't have your login, call USAC at 1-888-641-8722
  - The Company Officer that signed the Form 498 must receive the authorizing email (ask USAC if you don't know who signed the form)

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Questions?

www.usac.org