



Universal Service
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Schools and Libraries (E-rate) Program

For more information visit
usac.org/sl/tools/forms/default.aspx

For assistance, call our Client Service Bureau at
888-203-8100

Schools and Libraries (E-rate) Program Service Provider Guide

— GUIDE TO FORMS —

FCC Form 498	SERVICE PROVIDER AND BILLED ENTITY ID NUMBER AND GENERAL CONTACT INFORMATION
FCC Form 499-A	ANNUAL TELECOMMUNICATIONS REPORTING WORKSHEET
FCC Form 499-Q	QUARTERLY TELECOMMUNICATIONS REPORTING WORKSHEET
FCC Form 472 OR	BILLED ENTITY APPLICANT REIMBURSEMENT (BEAR)
FCC Form 474	SERVICE PROVIDER INVOICE (SPI)
FCC Form 473	SERVICE PROVIDER ANNUAL CERTIFICATION

FCC Form 498

SERVICE PROVIDER AND BILLED ENTITY IDENTIFICATION NUMBER AND GENERAL CONTACT INFORMATION

PURPOSE

This form is used to collect banking and contact information for service providers and applicants.

- Submission of this form by a service provider will generate a Service Provider Identification Number (SPIN), an ID number required for participation in any universal service program.
- Submission of this form by an applicant will generate an applicant 498 ID to use for direct BEAR payment to applicants.

WHO MUST SUBMIT

All service providers participating in a universal service program

Applicants filing the FCC Form 472 (BEAR) to seek reimbursement when they have paid for services in full

WHEN TO SUBMIT

Service providers must submit the FCC Form 498 before they can receive support payments. The form must be submitted when:

- A service provider begins participating in a universal service program
- A service provider's payment or contact information has changed
- A service provider ends participation with a program (or all programs)

WHERE TO SUBMIT FORMS*

- E-File (service providers)
- E-rate Productivity Center (EPC) (applicants)

FCC Form 499-A

ANNUAL TELECOMMUNICATIONS REPORTING WORKSHEET

PURPOSE

Service providers submit this form to register with USAC for the first time and, on an annual basis, to report historical revenues from the prior year. Data from this form is used to calculate and assess any necessary Universal Service Fund contributions.

WHO MUST SUBMIT

All service providers participating in a universal service program

WHEN TO SUBMIT

Service providers must submit the form annually on or before April 1.

WHERE TO SUBMIT FORMS*

- E-File

FCC Form 499-Q

QUARTERLY TELECOMMUNICATIONS REPORTING WORKSHEET

PURPOSE

Service providers submit this form to report historical revenues from the prior quarter and forecast revenues for the upcoming quarter. Data from this form is used to calculate the service provider's monthly universal service contribution obligation.

WHO MUST SUBMIT

All non-*de minimis* service providers participating in a universal service program

WHEN TO SUBMIT

Service providers must submit this form on a quarterly basis, on or before the due dates as outlined here:

1Q: February 1

2Q: May 1

3Q: August 1

4Q: November 1

WHERE TO SUBMIT FORMS*

- E-File

INVOICING METHOD #1

OR

INVOICING METHOD #2

FCC Form 472

BILLED ENTITY APPLICANT REIMBURSEMENT (BEAR)

PURPOSE

The applicant must submit the **FCC Form 472 (BEAR)** to request reimbursement of the discount amount from USAC when they pay the service provider in full for services.

WHO MUST SUBMIT

Applicants who paid their service providers in full

NOTE: Service providers no longer approve these forms.

WHEN TO SUBMIT

Applicants must submit the FCC Form 498 before direct BEAR payments can be paid.

In general, invoices can be submitted as services are delivered. The form must be submitted no later than 120 days after the last day to receive service, or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

WHERE TO SUBMIT FORMS*

- Schools and Libraries Program Legacy System

FCC Form 474

SERVICE PROVIDER INVOICE (SPI)

PURPOSE

The service provider submits the **FCC Form 474 (SPI)** to request reimbursement from USAC for discounts provided to the applicants on their bills.

WHO MUST SUBMIT

Service providers who are providing discounted bills

WHEN TO SUBMIT

In general, invoices can be submitted as services are delivered. The form must be submitted no later than 120 days after the last day to receive service, or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

WHERE TO SUBMIT FORMS*

- Schools and Libraries Program Legacy System
- Electronic Invoicing

FCC Form 473

SERVICE PROVIDER ANNUAL CERTIFICATION (SPAC)

PURPOSE

Service providers submit this form for each SPIN to certify that they will comply with program rules.

WHO MUST SUBMIT

All service providers participating in the program

WHEN TO SUBMIT

Service providers can submit the form on or shortly after the application filing window opens for the upcoming funding year. USAC must have the form on file before they can pay invoices.

WHERE TO SUBMIT FORMS*

- E-File

* Go to usac.org/sl/tools/forms/default.aspx and click on the "File Online" link below the form name.