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Never IN, Never OUT! - Item 21 Attachments

February 4, 2010

We remind you to send in your Item 21 attachment(s) when you send in your Form 471.

Why is that? We know you want your decision as soon as possible and we want to do just that, but we cannot process your application until we get your Item 21 attachment.

So, as the headline says, "Never IN, Never OUT"!

How to prepare and file your Item 21 attachment

In the [Item 21 Attachments](#) guidance document on the USAC website, we provide extensive detail on preparing and filing Item 21 attachments, along with sample attachments for specific situations.

There are two main things we need you to remember:

1. Be sure to give us a complete description of your products and services – make and model number, quantities, etc.
2. File online.

In order to facilitate your review, the website guidance is divided into the following sections:

- [Overview](#)
- [Examples](#)
- [Additional information required for specific situations](#)
- [How to file your attachment](#)
- [Appendix of further examples](#)

We suggest that for simpler applications you [file your attachment online](#). To do this, you will need the following:

- Billed Entity Number (BEN)
- Form 471 application number
- Security code
- Any documentation that contains information on the services you are seeking. Examples of such documentation include contracts, previous service provider bills, service descriptions, and bid responses.

PIA reviewers can access online Item 21 attachments easily and quickly shortly after you file them. The online system guides you through the information we need, and you can refer to the website guidance if you have any questions.

Also, keep in mind that your service provider(s) can help you prepare and submit your Item 21 attachment. After you close your competitive bidding process, choose a service provider, and (if applicable) sign a contract, that chosen service provider can assist you with information, technical descriptions, network diagrams, and any other documentation that describes your services.

Remember also to share a copy of your Item 21 attachment with your service provider. Service providers with online access can view an attachment filed online if the associated FRN features their Service Provider Identification Number (SPIN), but they cannot view attachments filed by email, fax, or mail. The information on the Item 21 attachment is especially helpful to service providers that provide discounts on your bills and then invoice USAC for the discount amount.

Remember, Never IN, Never OUT!

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