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Never IN, Never OUT! - Form 471

February 16, 2010

We remind you to submit your FY2010 Form 471 – either online or on paper – by February 19, 2010 at 11:59 pm EST.

Last year, we issued about 270 out-of-window letters to applicants that missed the filing window deadline. Out-of-window letters are issued for Forms 471 that are:

- filed on paper and postmarked after the close of the filing window or
- filed online on or before the close of the filing window and certified online or on paper after the extended certification deadline (for FY2009 applications, the extended certification deadline was March 23, 2009) or
- filed online after the close of the filing window and then certified either online or on paper.

Remember, USAC only considers out-of-window applications for funding after all in-window applications have been considered. Only in one funding year – FY1999 – were out-of-window applications funded.

Don't join the applicants that miss the window. As the headline says, "Never IN, Never OUT"!

Timely Filed Forms 471

If you file online:

You must provide the required information in all six blocks of the Form 471 before you can submit your Form 471 online. Note that your form has not been submitted until you click on the green Submit button after you complete the information in Block 6, Certifications and Signature.

You must click the green Submit button on or before February 19 at 11:59 pm EST for your online form to be considered in-window. We strongly recommend that you certify your form immediately after you submit it.

- **To certify online**, click on the Electronic Certification button and follow the instructions. You must have a valid Personal Identification Number (PIN) issued to you, the authorized person, by USAC in order to certify your form online. After you complete the certification process, USAC issues you a unique identifier (called a Cert ID) which appears in a popup message and also in the signature line of the certification page. You should use your browser's print function to print a copy of this page for your records.
- **To certify on paper**, click on the Paper Certification button. A copy of your Block 6 certification page will appear. Print the page, sign and date it, make a copy for your records, and then submit the certification page to USAC using the appropriate delivery address (mail or delivery service) at the bottom of the certification page. You should keep [proof of postmark or delivery](#) (see below).

If you file on paper:

You must provide the required information in all six blocks of the Form 471 before you submit your form on paper. Because many paper forms arrive at USAC with errors or missing data, we suggest that you:

- Check your form to make sure you have provided all information requested.
- Sign and date your form.
- Make a copy for reference and for your records.
- Monitor the contact information you provided in Block 1, Item 6 of the form. We will use this information to contact you if we cannot complete data entry because of inconsistent

or missing entries. If we request information and you do not respond within 15 days, we may not be able to complete data entry of your form and your form risks rejection.

After you have completed your form, submit the entire form to USAC using the appropriate delivery address at the bottom of the last page of the form. You should keep [proof of postmark or delivery](#) to show that:

- the post office or delivery service accepted responsibility for delivery of your submission on or before February 19 or
- you hand-delivered your submission to the physical address of our Kansas facility on or before February 19 at 11:59 pm EST (not CST).

Remember – Never IN, Never OUT!

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