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December 12, 2012

FY2013 Window Opens Today

The FY2013 application filing window for the FCC Form 471 will open at noon EST today and close at 11:59 pm EDT on Thursday, March 14, 2013. The window will be open for 93 days.

Helpful Tips and Reminders

- **File early** to be sure that you meet program deadlines and have time to correct errors or file a new form if needed.
- **File online** to reduce errors and allow for earlier acknowledgment and quicker decisions.
- **File your Item 21 attachment(s) online** if practicable to reduce errors. Remember:
 - **Click on the "Submit" button on the last page to submit your attachment.** Clicking "Save and Exit" saves BUT DOES NOT SUBMIT your attachment.
 - USAC cannot begin the review of your application until your Item 21 attachment has been received.
 - **The Item 21 attachment is a window filing requirement.**
- **Retain all documents** to be able to demonstrate compliance with program rules.
- **Review program guidance materials** – such as the [FY2013 Eligible Services List](#) and the guidance materials in the [Applicant Steps](#) on the USAC website – so that you are aware of program rules.
- **Ask for assistance** if you need it (see below).

IMPORTANT DATES FOR FY2013

February 14, 2013 – This is the last POSSIBLE date to post an FCC Form 470 on USAC's website, meet the 28-day posting requirement for the competitive bidding process, and submit an FCC Form 471 on the filing window closing date.

- If you are filing on paper, we will make every effort to post your form by February 14 **if we RECEIVE it by February 7**. Whether filing online or on paper, the applicant is responsible for meeting the 28-day posting requirement.

March 14, 2013 – The FY2013 application filing window will close at 11:59 pm EDT. For your FCC Form 471 to be considered as filed within the filing window, it must be submitted online, received by USAC, or postmarked no later than the filing window closing date. **Your Item 21 attachment(s) must also be submitted online, received by USAC, or postmarked no later than the filing window closing date.**

If you are filing online, we encourage you to certify your FCC Forms 470 and 471 immediately after you submit them. The online system gives you both electronic and paper certification options on the screen following the submission screen.

Ask for assistance. If you have questions, please contact our Client Service Bureau. In addition to program information, they can provide information on the status of your forms.

- **Call us toll-free at 1-888-203-8100**
- **[Submit a Question](#) by email**
- **Fax us toll-free at 1-888-276-8736**

Thank you for your participation in the E-rate program.

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