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July 19, 2013

Notice of Temporary Changes for Online Invoice Submissions

The Office of Management and Budget (OMB) recently approved Federal Communications Commission (FCC) mandated changes to the following invoice forms:

- FCC Form 472, Billed Entity Applicant Reimbursement Form (BEAR Form)
- FCC Form 474, Service Provider Invoice Form (SPI Form)

In order to prepare our online systems to process these forms, USAC must temporarily take down access to the online BEAR Form and SPI Form beginning Monday, July 22. During this period, applicants and service providers will be able to file their invoices by email, fax, or on paper using the July 2013 versions of the forms that will be available on the [Forms](#) page of the USAC website on Monday.

We do not expect any delays in the processing of invoice forms once we have received them. Payment files will continue to run normally twice a week, and we will continue to issue notification letters and emails as we have in the past.

We are working to update our online systems as quickly as possible and we apologize for any inconvenience that you may experience. We will keep you informed of our progress.

Summary of revisions to the invoice forms:

- For each FRN, the applicant or service provider must now provide the discount rate.
- The BEAR Form includes wording changes to two certifications and a new certification for applicants, and wording changes to one certification and one new certification for service providers. Applicants can also provide remittance information on page 4 to assist their service providers with BEAR reimbursements.
- The SPI Form includes three new certifications for service providers and fields for the authorized person to provide his or her name, title or position, telephone number, and address.
- Both forms feature some minor numbering changes due to one or more fields being moved to make these forms consistent with other program forms.

To submit your invoices:

Starting Monday, July 22, download and complete the July 2013 version of the form from the USAC website.

To submit by email, attach a scanned version of your completed form and [email it to USAC](#). Please identify the form as a "BEAR Form" or "SPI Form" in the subject line of the email.

To submit by fax, fax your completed form to 1-888-276-8736. Please identify the form as a "BEAR Form" or "SPI Form" on your fax cover sheet.

To file by U.S. Mail or special delivery services, follow the instructions at the bottom of the form you are filing.

For BEAR Forms:

Applicants: You must submit this form using the July 2013 version posted on the USAC website. Be sure to complete the Applicant Remittance Information on page 4 and send a copy of the form to your service provider for approval. You must include the revised version of page 4 signed by your service provider for us to process your form.

Service providers: The applicant will send you a copy of the BEAR Form with the first three pages completed. Complete page 4 and return it to the applicant.

For SPI Forms:

You must submit this form using the July 2013 version posted on the USAC website.

Electronic filers: Service providers who are set up for electronic invoicing can continue to send files to USAC by email. The new file format – which must include the discount percentage for each FRN as required by the FCC-mandated changes – will be emailed to all service providers who have signed up for electronic invoicing. Finally, they must include in the body of the email the new certification language and the name, title, telephone number, and address of the authorized person. The exact language to include is below:

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Service Provider Invoice Form (FCC Form 474) and acknowledge to the best of my knowledge, information and belief, as follows:

A. I certify that this Service Provider is in compliance with the rules and orders governing the schools and libraries universal service support program and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. B. I certify that the certifications made on the Service Provider Annual Certification Form (FCC Form 473) by this Service Provider are true and correct.

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C. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

By submitting this form I acknowledge that this serves as my signature.

15. Date:

16. Printed name of authorized person:

17. Title or position of authorized person:

18. Telephone number of authorized person:

19. Address of authorized person:

If you have questions, call our Client Service Bureau at 1-888-203-8100.

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