

# New 499 Filer ID Basics

Overview for Service Providers

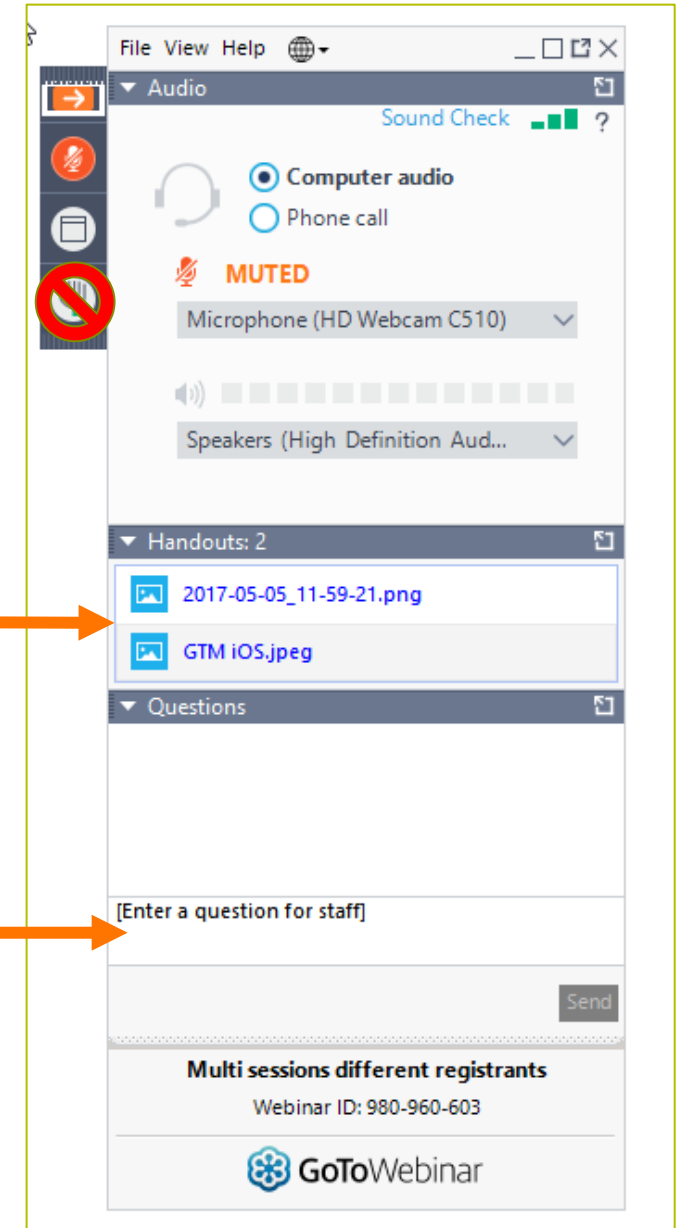
February 4, 2025

# DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. We apologize in advance for any transcription errors or distractions. Thank you for your support.

# Housekeeping

- The audience will remain on mute.
- If your audio or slides freeze, restart the webinar.
- A copy of the presentation is in the **'Handouts'** section of webinar panel.
- Enter questions at any time using the **'Questions'** panel.



# Webinar Recordings

Please be aware that this webinar is being recorded.

A copy of the recorded webinar, along with a copy of the presentation will be available on the Service Provider's '**Webinars**' [webpage](#) within two days.

Future webinars are also posted on the webpage as well as their registration link. At the beginning of each quarter, all webinars scheduled for that quarter will be posted.

# Meet Our Presenter

## Al Cipparone

Senior Telecom Industry Analyst | Contributor Operations

Mr Cipparone is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A. He has worked at USAC since 2022.

**Email: [Form499@usac.org](mailto:Form499@usac.org)**

# Webinar Overview

In this webinar, designed for service providers new to USAC, we'll cover the basics of the 499 ID and the filing requirements.

# Agenda

- 498 ID & 499 ID Purpose
- USAC's Website
- 499 ID Assignment
- Filing Calendar
- Quarterly Form 499-Q
- Annual Form 499-A

# 498 ID & 499 ID

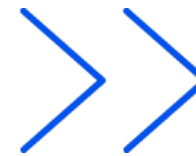
## Understanding the Difference



# Purpose of These IDs

## 499 ID

- Takes its name from the registration form – FCC Form 499-A
- Identification used to contribute to the Universal Service Fund



## 498 ID

- Takes its name from the registration form – FCC Form 498
- Identification used to receive Universal Service funding

**Universal Service Fund**

# ID Differences

## 498 ID

Nine-digit number beginning with “143” or “443”  
(i.e. 143999999, or 443999999)

### Who –

Telecommunications Providers

- Nine-digit number beginning with “143”

**Why** - to receive funding from any of the 4 programs USAC administers: *Rural Health Care, High Cost, Lifeline, E-Rate*

## 499 ID

Six-digit number beginning with an “8” (i.e. 889993)

**Who** - All Telecommunications Providers, including VoIP service providers and resellers

**Why** - to contribute to the Universal Service Fund

**ALWAYS include these numbers on any correspondence with USAC.**

**Companies that have a 498 ID don't necessarily have to have a 499 ID, and vice versa!**

# 499 ID Assignment

Next Steps

# Email Notification of Assignment

## Next Steps

Two emails were sent to the Company Officer listed on the registration form.

1. Company Officer username and log in instructions for E-File.
2. Assignment of the 499 Filer ID and a list of forms you are required to file.

The Company Officer should now add additional users to USAC's E-File system to prepare forms or make payments to USAC.

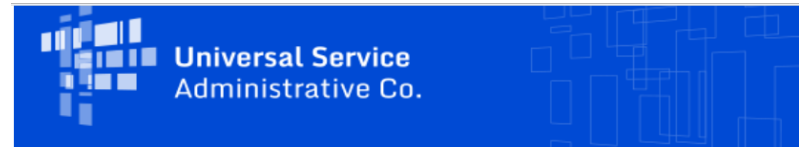
**ALL FCC Forms 499 must be submitted online through E-File. Paper copies are not accepted.**

# Required Form Filings

## Included in Assignment Email

The FCC Forms listed are based on the date you entered as the date you started selling telecom.

If you've entered the date the company started, you'll need to correct it!



### FCC Form 499 Approval Confirmation

**Note:** This email is an automatic notification and unable to receive replies. If you have questions, please use the contact information at the bottom of this email.

Thank you for registering with USAC to set up an FCC Form 499 account for [redacted]. USAC processed your registration and assigned your company the new 499 Filer ID [redacted].

Please review the [Forms to File webpage](#) to determine which future FCC Form 499 filings you are required to submit.

Required Action: Submit Previous FCC Form 499 Filings

The reported information states that [redacted] first provided telecommunications in the U.S. [redacted] is therefore required to submit the following previous FCC Form 499 filings:

#### **499A Filings**

- 2025 FCC Form 499-A - Reporting Calendar Year 2024 Revenues
- 2024 FCC Form 499-A - Reporting Calendar Year 2023 Revenues
- 2023 FCC Form 499-A - Reporting Calendar Year 2022 Revenues
- 2022 FCC Form 499-A - Reporting Calendar Year 2021 Revenues
- 2021 FCC Form 499-A - Reporting Calendar Year 2020 Revenues

#### **499Q Filings**

- February 2025 FCC Form 499-Q
- August 2024 FCC Form 499-Q
- May 2024 FCC Form 499-Q
- February 2024 FCC Form 499-Q
- November 2023 FCC Form 499-Q

Please note: FCC Form 499-A filings submitted in or before 2013 must be submitted to USAC via the mail as hard copies. FCC Form 499-A filings submitted from 2014 onwards must be submitted to USAC electronically through E-File.

The deadline to submit your previous FCC Form 499 filings is April 01, 2024.

Thank you,

USAC

# Online Resources

# USAC Website

[www.usac.org](http://www.usac.org)

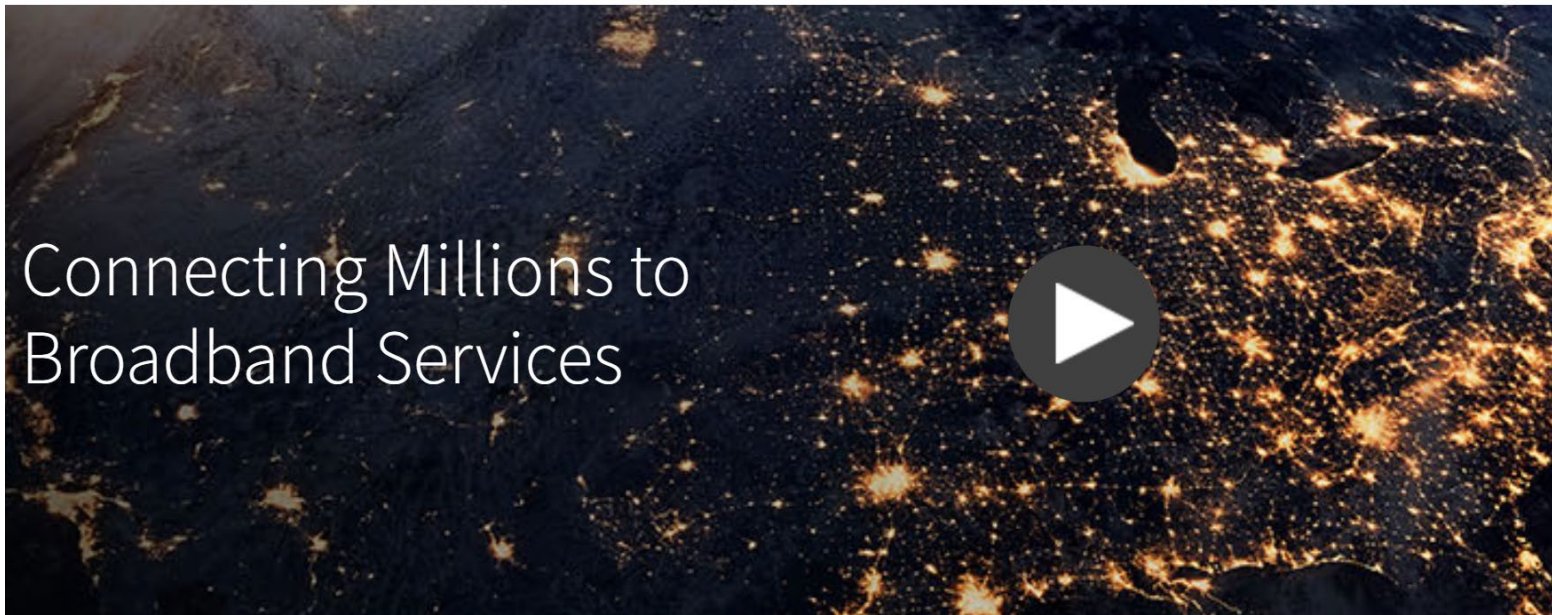


Subscribe Payments Open Data [Sign In](#)

← Tools – Sign in to USAC’s online systems

- About ▾
- E-Rate ▾
- Rural Health Care ▾
- Lifeline ▾
- High Cost ▾
- Service Providers ▾

← Program Specific webpages



Scroll down the page for links to program pages, as well as statistics on the Universal Service Fund.

The Universal Service Fund helps communities and people across the U.S. stay connected to the information,



USAC administers the Universal Service Fund

# Newsletter Subscription



**Subscribe** Payments Open Data **Sign In**

Found on main webpage at [www.usac.org](http://www.usac.org)

- About ▾
- E-Rate ▾
- Rural Health Care ▾
- Lifeline ▾
- High Cost ▾
- Service Providers ▾

## Choose Program

### Affordable Connectivity Program (ACP)

- Claims Updates
- Consumer Group Updates
- Program Updates
- Service Provider Training Invitations
- System and Technical Updates

### E-Rate

- News Brief
- Tribal Newsletter

### Tribal Stakeholders

### High Cost

- Detailed HUBB Updates
- Program Updates

### Lifeline

- Program Newsletter
- NLAD Bulletin
- Consumer Advocates

### Rural Health Care (RHC) Program

- Healthcare Connect Fund (HCF) Program (Consortia)
- Healthcare Connect Fund (HCF) Program (Individual HCPs)
- Telecom Program

### Service Providers

- FCC Form 499 (Contributors)



# USAC's Online Filing System - E-File



[Subscribe](#) [Payments](#) [Open Data](#)

[Sign In](#)



'**Sign In**' page will prompt you for a username and password to log in to the E-File system.

USAC maintains security using a multi-factor authentication system, sending a 6-digit code to the applicable email address (Username) to enter prior to logging in to the system.

It's important not to share usernames.  
That's a violation of our terms and conditions.

The screenshot shows the USAC Sign In page. At the top right is the USAC logo. Below it are navigation links for "Subscribe", "Payments", and "Open Data", followed by a blue "Sign In" button. To the right of the button is a search box with a magnifying glass icon. The main content area has a light gray background and contains the following elements: a "Username" label above a text input field containing "AmyOfficer@test.com"; a "Password" label above a text input field with masked characters "\*\*\*\*\*"; a blue link "Forgot password?"; a paragraph of terms and conditions text; a checked checkbox with the text "Click the box to accept"; and a sentence "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the form is a blue "Sign In" button. Below the form is a link "Don't have an account? Create an account".

# Service Provider Specific Menu

Click on the words '**Service Providers**' and you'll see a drop-down menu with topics specific to Service Providers, the Forms 499 and 498.

Use the search box in the upper right-hand corner if navigating the menu is confusing.

The screenshot displays the Universal Service Administrative Co. website. At the top left is the logo and name. The top navigation bar includes links for 'Subscribe', 'Payments', 'Open Data', and a 'Sign In' button. A search box is located in the upper right corner, highlighted with an orange border. Below the navigation bar, a horizontal menu contains 'About', 'E-rate', 'Rural Health Care', 'Lifeline', 'High Cost', and 'Service Providers'. A green arrow points to the 'Service Providers' link, which is highlighted with a blue border. A drop-down menu is open under 'Service Providers', listing various topics in four columns: 'Service Providers Home', 'Contributing to the USF', 'Who Must Contribute', 'Register for a 499 ID', 'Manage Your 499 ID', 'Forms to File', 'When to File', 'What to Expect After Filing', 'Making Revisions', 'Making Payments', 'How to Pay', 'Contribution Factors', 'Invoices', 'Late Payments, DCIA, Red Light', 'Billing Disputes', 'Credit Balance Refunds', 'Annual True-Up Process', 'Non-USAC Payments', 'Request Invoice Copy', 'Participating in a USF Program', 'Register for a 498 ID', 'Manage Your 498 ID', 'Disbursement Schedules', 'DATA Act', 'Resources', 'Announcements', 'Appeals and Audits', 'Forms & Instructions', 'Glossary of Terms', 'Multi-Factor Authentication', 'Learn', 'Videos', 'Webinars', 'Newsletter', 'FAQs', and 'Contact Us'.

# Webinar Training Announcements



Subscribe Payments Open Data

Sign In

About

E-rate

Rural Health Care

Lifeline

High Cost

Service Providers

Service Providers Home

Contributing to the USF

Who Must Contribute

Register for a 499 ID

Manage Your 499 ID

Forms to File

When to File

What to Expect After Filing

Making Revisions

Making Payments

How to Pay

Contribution Factors

Invoices

Late Payments, DCIA, Red Light

Billing Disputes

Credit Balance Refunds

Annual True-Up Process

Non-USAC Payments

Request Invoice Copy

Participating in a USF Program

Register for a 498 ID

Manage Your 498 ID

Disbursement Schedules

DATA Act

Resources

Announcements

Appeals and Audits

Forms & Instructions

Glossary of Terms

Multi-Factor Authentication

Learn

Videos

Webinars

Newsletter

FAQs

Contact Us

## Annual Form Training

- February

## Monthly Trainings

- New 499 ID
- Office Hours – open topic and discussion

Previous webinar recordings also stored here.

# Additional Learning Resources

The USAC website offers several options to learn via our online video library as well.

Click on the words '[Service Providers](#)' on the main webpage.

## Videos

These videos are designed to help you understand and manage the form filing process, FCC requirements, and other elements to offer service provider support.



[Overview](#)

[Accessing E-File](#)

[499 Filer ID Basics](#)

[E-File Navigation](#)



[FCC Form 498](#)

[FCC Form 499-A](#)

[FCC Form 499-Q](#)

# Contacting USAC

Message System within E-File

# Customer Specific Contact

The best way to contact your assigned 499 analyst is via E-File Messages.

Located within the E-File portal, a secure message can be sent to ask specific questions about your filer ID, Forms 499, payments, and any other inquiry.

Admin Center

889993

USAC Test Amy  
889993

Filer Status: Active

Company Contacts + Associated 498 IDs +

Notify USAC of De Minimis Status ?  
Notify USAC if your company will be *de minimis* in the upcoming quarters.

499 Forms **Payments** **Messages (0)**

499 Forms

# Adding E-File Users

# Add Authorized Users in E-File

Only Company Officers can grant E-File access to additional users.

Click the down arrow next to your user ID in the top right-hand corner of the screen, then select the option, 'Add/Remove 499 Users'.

At the next screen, click the blue button '+Add User Accounts'.

The image shows two screenshots of a web application interface. The left screenshot shows a user profile dropdown menu for 'AmyOfficer@test.com' with the option 'Add/Remove 499 Users' highlighted. An orange arrow points from this option to the right screenshot. The right screenshot shows the 'ADD OR REMOVE USER ACCOUNTS' screen. The '+Add User Accounts' button is highlighted with an orange box. Below the instructions, there is a table with columns for 'Officer(s)', 'Remove', and 'Preparer(s)', 'Remove'. The table contains one row for 'Amy Officer' with email 'AmyOfficer@test.com' and two empty checkboxes under the 'Remove' columns. At the bottom of the screen are 'Save' and 'Cancel' buttons.

**ADD OR REMOVE USER ACCOUNTS** Cancel

**Add User:** To create/add a user to an account, click "Add User Account". + Add User Accounts

**Remove User:** To remove a user's access to an account, check the "Remove" check box next to the person's name and click "Save".

Officer(s)		Remove	Preparer(s)	Remove
Amy Officer	AmyOfficer@test.com	<input type="checkbox"/>		<input type="checkbox"/>

Save Cancel



# Add Authorized Users in E-File

The screenshot shows the 'ADD NEW USER ACCOUNT' form within the E-FILE section of the Universal Service Administrative Co. website. The form includes a header with the company logo and name, a navigation bar with 'E-FILE' and 'ADD NEW USER ACCOUNT', and a light blue instruction box: 'Enter the email address of the user you would like to add and click "Submit".' Below this is an 'Email Address:' label and an empty text input field. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. The footer contains the copyright notice '© 1997-2021, Universal Service Administrative Company, All Rights Reserved.' and links for 'Website & Privacy Policies | Website Feedback'.

- The email address entered acts as the new user's E-File username.
- The email address entered should be specific to the person and not an email address shared with another person(s) or a generic email address (e.g., Billing@gmail.com).
- The email address listed will be the address to which business communications, including confidential business communications, may be sent.

# Add Authorized Users in E-File



E-FILE

"ADD USER ACCOUNT" NON-EXISTING ACCOUNT

Email Address:

AnnOfficer@test.com

**i** This email address is not associated with an existing E-File user account. To continue granting entitlements to this person, complete the requested information below. Select whether the person's E-File account should have the capabilities of a company officer or preparer; select the Filer ID(s) the person should have access to, and click "Submit."

Name

First

MI

Last

Position Title

Job Title

Phone Number

xxx-xxx-xxxx

Ext.

Click this box to confirm that

- The email address listed above is specific to the person and not an email address shared with another person(s); and
- The email address listed above is the address to which business communications, including confidential business communications, may be sent. The email address will be used to create an E-File user account and/or give the existing E-File user account additional entitlements.
- If granting company officer entitlements to the person listed above, clicking the box also confirms that the person listed above is a company officer of the selected company(ies) and Filer ID(s) identified below. [Click here for more information](#)

- Enter the contact information of the user you are adding.
- Place a check mark in the box confirming that the username you are adding meets the USAC terms and conditions.
- Scroll down to assign a role to the new user.

# Add Authorized Users in E-File

The interface consists of the following elements:

- Two radio buttons at the top:  Company Officer and  Preparer. The entire radio button area is enclosed in an orange rectangular box.
- Two vertical list boxes: 'All FilerIDs' on the left and 'Selected FilerIDs' on the right. The 'All FilerIDs' list contains the number '889993'.
- Two arrow buttons (right-pointing and left-pointing) positioned between the two list boxes.
- Two buttons at the bottom: 'Submit' and 'Cancel'.

- Determine the level of access you will grant to the new user.
  - Company officers are the only persons who can certify an FCC Form 499.
  - Company officers can also add/remove users who have authority to access the account.
- Select which Filer IDs the new user will have access to by highlighting the Filer ID and clicking the right arrow button to move it to the 'Selected Filer IDs' column.
- Complete the set up by clicking the 'Submit' button.

# 2025 Filing Calendar

When to File the FCC Forms 499

# Types of FCC Form 499

## FCC Form 499-A

1. Required for EVERYONE
2. The [FCC Form 499-A](#) is the annual form used to report the company's *actual* revenue billed during the prior calendar year.
3. The FCC Form 499-A is due annually on April 1.
4. USAC will notify you of due date.

## FCC Form 499-Q

1. Required for all non-*de minimis* filers
2. The [FCC Form 499-Q](#) is used to *project* or *forecast* the company's revenue for the next calendar quarter.
3. The FCC Form 499-Q due dates:
  - February 1
  - May 1
  - August 1
  - November 1
4. USAC will not notify you of due dates.

# 2025 Filing Deadlines

Due Date	Revenue Reported	Revision Deadline	Contributor Billing
FCC Form 499-Q February 3, 2025	2Q projected 2025 4Q revenue 2024	March 20, 2025	April – June 2025
<b>FCC Form 499-A April 1, 2025</b>	<b>Prior year: 2024 January – December</b>	<b>March 31, 2026</b>	<b>July 2025</b>
FCC Form 499-Q May 1, 2025	3Q projected 2025 1Q revenue 2025	June 16, 2025	July – September 2025
FCC Form 499-Q August 1, 2025	4Q projected 2025 2Q revenue 2025	September 15, 2025	October – December 2025
FCC Form 499-Q November 3, 2025	1Q projected 2026 3Q revenue 2025	December 18, 2025	January – March 2026

\* When a form due date falls on a weekend or holiday, the form is due the following business day.

# Quarterly Filing Periods

## Filing Dates – from the FCC Form 499-Q

One form is used to file all four of the quarterly filings. The relevant time periods are included on the form showing the filer exactly what time periods the form is reporting.

Below is a screen shot from E-File's data entry for the FCC Form 499-Q.

15

**Block 3: Contributor Historical and Projected Revenue Information**

113. Indicate which Quarterly filing this represents

<u>Filing due</u>	<u>Historical revenues (lines 115-118) for</u>	<u>Projected revenues (lines 119-120) for</u>
<input type="radio"/> November 1, 2024	July 1 - September 30, 2024	January 1 - March 31, 2025
<input checked="" type="radio"/> February 1, 2025	October 1 - December 31, 2024	April 1 - June 30, 2025
<input type="radio"/> May 1, 2025	January 1 - March 31, 2025	July 1 - September 30, 2025
<input type="radio"/> August 1, 2025	April 1 - June 30, 2025	October 1 - December 31, 2025

\* When a form due date falls on a weekend or holiday, the form is due the following business day.

# Find the FCC Forms

Select “Forms & Instructions” from the drop-down mega menu.

The screenshot shows the website header with the Universal Service Administrative Co. logo on the left and navigation links (Subscribe, Payments, Open Data, Sign In) and a search bar on the right. Below the header is a horizontal mega menu with categories: About, E-rate, Rural Health Care, Lifeline, and High Cost. The 'High Cost' category is expanded, showing a list of sub-items. The 'Service Providers' sub-item is highlighted with an orange box and an arrow. Below this, the 'Forms & Instructions' link is also highlighted with an orange box and an arrow.

Universal Service Administrative Co.

Subscribe Payments Open Data Sign In

About E-rate Rural Health Care Lifeline High Cost

Service Providers

Service Providers Home  
Contributing to the USF  
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Late Payments, DCIA, Red Light  
Billing Disputes  
Credit Balance Refunds  
Annual True-Up Process  
Non-USAC Payments  
Request Invoice Copy

Participating in a USF Program  
Register for a 498 ID  
Manage Your 498 ID  
Disbursement Schedules  
DATA Act  
Resources  
Announcements  
Appeals and Audits  
Forms & Instructions  
Glossary of Terms  
Multi-Factor Authentication

Learn  
Videos  
Webinars  
Newsletter  
FAQs  
Contact Us



# Form 499 & Instructions

All 3 forms relevant to Service Providers can be found on this page.

The paper copy of the instructions as well as the form itself are listed in this section. Actual forms are the last pages of the instructions document.

Click on the name to open up a .pdf document.

## [FCC Form 499-Q](#)

- filed 4 times a year.

## [FCC Form 499-A](#)

- filed once a year

Universal Service Administrative Co.

Subscribe Payments **Sign In**

About E-rate Rural Health Care Lifeline High Cost **Service Providers**

USAC | Service Providers | Resources | **Forms & Instructions**

Resources

Forms

**Forms & Instructions**

Prior Year Forms

USAC-Designed Forms and Templates

Upcoming Dates

Announcements

Quick Links

Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

## Forms & Instructions

This list of forms pertain to service providers for purposes of contributing to the USF and registering to receive disbursements.

<p><b>FCC Form 498</b>  <a href="#">FCC Form 498 and Instructions</a> </p> <p><b>Due Date</b>            Submit at any time</p>	<p><b>Who Must File</b>            Service providers participating in USF Programs  <a href="#">Learn more</a></p>
<p><b>FCC Form 499-A</b>  <a href="#">FCC Form 499A and Instructions</a> </p> <p><b>Due Date</b>            April 1</p>	<p><b>Who Must File</b>            All 499 Filer IDs  <a href="#">Learn more</a></p>
<p><b>FCC Form 499-Q</b>  <a href="#">FCC Form 499-Q and Instructions</a> </p> <p><b>Due Date</b>            Feb 1, May 1, Aug 1, Nov 1</p>	<p><b>Who Must File</b>            All contributors to USF  <a href="#">Learn more</a></p>

The links open a .pdf document that contain the instructions to the form, with a copy of the form at the end of the document.

*These documents are provided for reference only, as the forms must be completed online through USAC's E-File system*

# Gross Billed Revenues - Definition

Per the 499-A Instructions, gross billed revenues include:

- Revenues from all sources, including non-regulated telecommunications offerings, information services, and other non-telecommunications services.
- Account set-up.
- Connection.
- Service restoration.
- Termination.
- Revenues derived from the activation and provision of interstate, international, and intrastate telecommunications and non-telecommunications services.

Gross billed revenues do NOT include:

- Deposits.
- Taxes.

Please see the 499-A Instructions for the complete definition. Note that revenues are not profits.

**Questions?**

# Quarterly Filing

Who is Required to File the 499-Q

# FCC Form 499-Q Purpose

## What is it?

- The FCC Form 499-Q (quarterly) is used to determine the amount of money a company must contribute to the universal service fund for a quarter.
- *It is similar in concept to the IRS quarterly estimated tax forms a business must file.*
- While the filer reports both historical and projected revenues on the form, **only the projected revenues are used to determine the contribution amount** billed in the upcoming quarter.

# Define “*de minimis*”

## Definition of *de minimis*

A filer qualifies for *de minimis* status for a given calendar year when the revenue reported on its corresponding FCC Form 499-A is such that the calculated annual contribution to the federal Universal Service Fund is less than \$10,000.

## Annual Revenue Threshold

For calendar year 2024, filers that bill less than **\$41,841** of combined **end user** interstate and international telecommunication revenues will be considered *de minimis* for 2024. For calendar year 2025, the *de minimis* threshold is **\$39,062** of combined **end user** interstate and international telecommunication revenues .

If the company has determined that it will be required to be a direct contributor to the Federal Universal Service Fund, that company must file an FCC Form 499-Q, the quarterly filing.

# Who Must File

1. Every non de minimis telecommunications company must file the FCC Form 499-Q. This means your company is a direct contributor to the FUSF and is billed monthly by USAC. **If the company does not file, a late filing fee will be applied.**
2. *De minimis* filers are not required to file the FCC Form 499-Q, but must notify USAC of their status by selecting the *de minimis* button on their main screen.

USAC Test Amy  
889993  
Filer Status: Active

Notify USAC of De Minimis Status ?  
Notify USAC if your company will be *de minimis* in the upcoming quarters.

## ***de minimis* Notification**

- If you notified USAC previously of your *de minimis* status for 2025 by clicking the button, you will be sent an email instructing your company that it is not required to file quarterly forms covering the calendar year 2025.
- If the company has determined that your *de minimis* status has changed, you should ‘unclick’ the *de minimis* button and file the February FCC Form 499-Q.
- Regardless of a company’s *de minimis* status, there will always be an entry in E-File listing the FCC Form 499-Q.



# Filing Online

Accessing the Forms Through E-File


# Online Filing – Before You Start

- Google Chrome, Mozilla Firefox, and Microsoft Edge internet browsers are recommended.
  - Apple Safari and mobile access are not recommended.
- Make sure your internet browser's 'pop up blocker' is **OFF**.
  - The system opens a new window to display the data entry screen for the FCC Form 499-Q.
  - If you have clicked '**Start Form**' and you don't see a new, smaller window – you most likely have the pop-ups blocked.
- Please ensure these email addresses from USAC don't go to your SPAM folder!
  - Important USAC communication comes from the following emails:
    - ✓ '[form499@usac.org](mailto:form499@usac.org)'
    - ✓ '[CustomerSupport@usac.org](mailto:CustomerSupport@usac.org)'
    - ✓ '[form499@universalservice.org](mailto:form499@universalservice.org)'
- Not sure if you are *de minimis* or not? FILE the form anyway!
  - We would rather have you report your revenues than us having to estimate on your behalf.

# Online Filing the FCC Forms 499

Once logged in to E-File, the service provider portal will appear. Only systems for which you have authorization to access will appear. In this example, the user can only access the 498 ID and the 499 Filer ID. Select the paragraph 'Manage FCC Forms 499'.

## Dashboard

 In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page.

### Upcoming Dates

No upcoming dates found.

### Service Providers

**Manage FCC Forms 498** - Provide contact and banking information for entities that receive support from universal service programs, manage authorized users.

**Manage FCC Forms 499** - Report revenue on FCC Forms 499, make USF payments, view payment history, download invoice summary and manage users.



### Help?

**Send us a message**

[Click here](#)

**Call us**

(888) 641-8722

# Online Filing the FCC Forms 499

Using the E-File navigation system, navigate to the Filer ID that you wish to work on, if you have more than one 499 Filer ID.

Scroll to the bottom of the screen and summary view of the FCC Form 499s.

The forms are listed in chronological order. In the 'Action' column, your choices for form entry are in blue.

499 Forms   [Payments](#)   [Messages \(0\)](#)

## 499 Forms

Sort By

Summary View ▾

Displaying 1 to 10 of 14 records



499 Forms	Receipt Date	Status	View Action	DCA Approval Date	Admin
499-Q - February 2025 Filing		Not Started	<a href="#">Start Form</a>		
499-Q - November 2024 Filing		Not Started	<a href="#">Start Form</a>		
499-Q - August 2024 Filing	08/05/2024	Approved	<a href="#">Revise   Certify</a>		<a href="#">Admin</a>

# Online FCC Form Status

There are a number of different statuses that a form can be assigned.

*Not Started, Certified, Approved* are the most common.

A complete list of the different statuses can be found [here](#).






## 499 Forms

Sort By

Summary View 

Displaying 1 to 10 of 15 records



499 Forms	Receipt Date	Status	View Action	DCA Approval Date	Admin
499-Q - February 2025 Filing		Not Started	 <a href="#">Start Form</a>		
499-Q - November 2024 Filing		Not Started	 <a href="#">Start Form</a>		
499-Q - August 2024 Filing	08/05/2024	Approved	 <a href="#">Revise   Certify</a>		<a href="#">Admin</a>
499-Q - May 2024 Filing	05/08/2024	Approved	 <a href="#">Revise   Certify</a>		<a href="#">Admin</a>
499-A - 2024 Filing - Rev 2		Certified	 <a href="#">Revise   Certify</a>		<a href="#">Admin</a>

# Monthly Billing Statements

How USAC Uses the Revenues on the 499-Q

# E-File Enhancement: Online Billing Statements Available

In 2024, USAC announced an E-File system update that makes more information available to USF contributors.

New billing statements are now available that offer more flexibility and transparency in the billing process.

Highlights of the update include:

- Billing statements show up-to-date transaction activity, balances, and statuses for your company's receivables.
- Service providers can apply payments to specific statements if needed.
- USAC has discontinued sending monthly paper invoices. Information previously found in monthly invoices (such as a company's individual USF contribution calculations) is now available in E-File.

Log in to E-File and go to the Payments tab to access your billing statements.

Learn more about the updates by visiting the "Making Payments" pages or viewing the "E-File Payments Changes" video on the USAC website.

# Accessing Billing Statements

On or around the 15th of the month, an online billing statement will be made available to authorized users in E-File.

To access the Billing Statements page from the 'Payments' section, scroll down to 'Select Payment View', click in the box, and select 'Billing Statements'.

## 888888- ABC Telecom

Company Contacts +

Associated 498 IDs +

499 Forms

Payments

Messages (0)

ⓘ Your account is past due. Interest is accruing daily. ✕

### Summary

\$17,990.00

Total Payment Due ⓘ

Make a Payment

#### Details

\$5,000.00

Total Current Charges

**\$3,300.00**

Total Past Due ⓘ

\$9,690.00

Other Amounts ⓘ

Need help? Contact the Customer Service Center at [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org) or (888) 641-8722.

#### Select Payment View

See the Billing Statements, USF Contribution Charge Calculation, Invoice History, Payment History, and True-Up Statements for your account.

Billing Statements






# USAC Billing Statements





## Prior (Invoices):

**Select Payment View**  
See the payment history, invoices, balance details, or true-up statements for this account.

Invoices 


### Invoices

Displaying 10 of 23 records

Invoice #	Statement Month	View
UBDI0000000011	April 2024	
UBDI0000000001	March 2024	
UBDI0000000010	February 2024	
UBDI0000000009	January 2024	

## New! (Billing Statements):

**Select Payment View**  
See the Balance Details, Payment History, USF Contribution Charge Calculation, and True-Up Statements for your account.


Billing Statements 

### Billing Statements

This section shows all open receivables and paid statements in the past 24 months. These amounts incorporate the original principal balance, payments, netting, interest, and penalties. Click on a Statement ID to view a summary of your statement and download a PDF.

Displaying 4 of 4 records

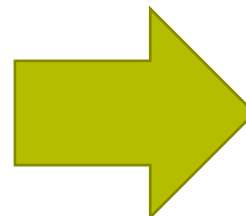
Statement Date	Statement ID	Description	Status	Outstanding Balance
08/15/2023	UBDI001	2021 499-A Late Filing Fee	Current	\$5,000.00
08/15/2023	UBDI000	2023 USF Contribution Adjustment	Under Appeal	\$9,690.00
08/15/2023	UBDI007	Aug 2023 USF Contribution Charge	Closed	\$0.00
07/15/2023	UBDI004	Jul 2023 USF Contribution Charge	Past Due	\$3,300.00

Show  records/page  of 1 page

# USAC Billing Statements

February 2025 FCC Form 499-Q

114. Check if using safe harbor to allocate interstate/intrastate revenues for each of the following (as applicable):	<input type="checkbox"/> Cellular and Broadband <input type="checkbox"/> Paging <input type="checkbox"/> Analog SMR <input type="checkbox"/> Interconnected VoIP		
Historical billed revenues with no allowance or deductions for uncollectables. See instructions.	Total Revenues in \$ (a)	Interstate Revenues in \$ (b)	International Revenues in \$ (c)
115. Telecommunications provided to other universal service contributors for resale as telecommunications or as interconnected VoIP	\$0.00	\$0.00	\$0.00
116. End-user telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues	\$0.00	\$0.00	\$0.00
117. All other goods and services	\$0.00	Column (b) and (c) not requested for Lines 117 and 118	
118. Gross-billed revenues from all sources [sum of above]	\$0.00		
119. Projected gross-billed end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$0.00	\$0.00
120. Projected collected end-user interstate and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$0.00	\$0.00



April, May, and June 2025  
USAC Billing Statements

## Statement Summary

Company Name: [Redacted]      Statement ID: 4066857  
 Account ID: [Redacted]      Due Date: 10/15/2024  
 Program Type: Universal Service Fund      Status: Current

### Statement Activity

[Download Statement](#)

Displaying 1 of 1 records

Date	Description	Charges/Credits
09/13/2024	Sep 2024 USF Contribution Charge	\$9,454.37

Show 10 records/page

< 1 > of 1 page

Outstanding balance as of 10/15/2024 for 4066857      \$9,454.37

Note: If you have a question or dispute regarding your USAC statement, contact Customer Service at [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org) or (888) 641 - 8722.

Close

The revenue projections entered on Line 120 of the 499-Q will be used for determining your contribution amounts billed on the 2<sup>nd</sup> quarter 2025 billing statements.

**Questions?**

# Annual Filing FCC Form 499-A

# FCC Form 499-A Purpose

## What is it?

A company reports their actual historical revenues on the FCC Form 499-A.

*The 2025 FCC Form 499-A reports actual revenues from calendar year 2024.*

USAC takes the revenue on the 2025 FCC Form 499-A and compares to the projected revenue from the quarterly FCC Forms 499-Q that were filed in 2024.

### Estimated Revenues – Total for Year

499-Q November 2023 Filing (1Q 2024)  
499-Q February 2024 Filing (2Q 2024)  
499-Q May 2024 Filing (3Q 2024)  
499-Q August 2024 Filing (4Q 2024)

Compare to

### Actual Revenues

- 2025 FCC Form 499-A  
January – December 2024

# Annual True-Up

## Compare 499-Q revenue to the 499-A revenue

If the company's projected revenues for calendar year 2024, reported on the FCC Form 499-Qs, are **too high**, USAC will calculate your credit.

The company 'contributed' too much over the year.

If the company's projected revenues are **too low**, USAC will calculate a "true-up charge" to make up for the contribution deficit.

The company didn't contribute enough over the year.

These charges/credits will appear on the company's July billing statement.

# **Certify and Submit**

Complete the FCC Form 499





# Certify & Submit

## Review, Certify & Submit

Once the data entry is complete on the FCC Form 499-A, **USAC does not consider it submitted until a Company Officer electronically signs (certify) and submits the form.**

**E-File Preparers cannot submit the FCC Form 499-A, only a Company Officer can.**

E-File gives the Company Officer two methods for certifying forms.

Account #	Company Name	Form	Status	View	Action
889993	USAC Test Amy	499-Q - November 2020 Filing - Rev 3	Pending Officer Approval		Revise   Certify
808882	CenturyLink Communications, LLC	499-A - 2022 Filing - Rev 1	Pending Officer Approval		Revise   Certify
889994	USAC Test Joseph	499-A - 2022 Filing	Pending Officer Approval		Revise   Certify
889993	USAC Test Amy	499-A - 2020 Filing - Rev 2	Pending Officer Approval		Revise   Certify

### MAIN PAGE: 2022 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2021)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to update your registration information and to report your actual revenues from calendar year 2021. As you enter your data, be sure that you understand the requirements as indicated in the [2022 FCC Form 499-A Instructions..](#)

Update Registration  
Information

(Pages 1-3 of FCC Form 499-A)

Review and update your registration information, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior FCC Form 499 submissions.

Enter/Update Revenue  
Information

(Pages 4-8 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2021. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.

#### Submitting the Form

Throughout the data entry process, the E-File system will conduct validations of your data and will advise you of any issues it detects. The "Review and Certify My Filing to USAC" button will be enabled only when any identified issues have been resolved.

Save & Close Form

Review & Certify  
My Filing to USAC



# **Third Party Funds**

Administrators Receiving 499-A Information

# Third Party Funds

## Authorized Access to Annual Form Data

- The administrators of each of the funds below use the revenue reported on the FCC Form 499-A to calculate and assess any necessary contributions.
- These administrators will notify companies of their required contributions to each of these funds. You will be invoiced separately for each of these funds.
- On a monthly basis, USAC provides the administrators with data from the most recent FCC Form 499-A filed.
- This data includes contact information, receipt date information, and reported revenues.
- For more information, refer to the FCC Form 499-A instructions on who is required to contribute to these funds and what revenue line number is provided.

# Third Party Funds

- 1. Telecommunications Relay Services (TRS)** enables an individual who is deaf, hard of hearing, deaf-blind, or who has a speech disability to communicate by telephone or other device through the telephone system at no additional cost. Every common carrier interstate telecommunications services and every VoIP provider (including interconnected and non-interconnected) must contribute to the TRS Fund. See 47 C.F.R. Sections 64.601(b), 64.604.
- 2. Local Number Portability (LNP)** enables end users to keep their telephone number when switching from one telecommunications service provider to another. The shared costs of long-term number portability attributable to a regional database shall be recovered from all telecommunications carriers and interconnected VoIP providers servicing a given region. See 47 C.F.R. Section 52.32.
- 3. North American Numbering Plan Administration (NANP)** is a numbering scheme for the public switched telecommunications networks (PSTN) within the United States, Canada, and participating Caribbean countries. All telecommunications carriers and interconnected VoIP providers in the United States shall contribute to meet the costs of establishing numbering administration. See 47 C.F.R. Section 52.17.
- 4.** In addition, the FCC utilizes the revenue data contained in the FCC Form 499-A to bill carriers **Interstate Telecommunications Service Provider (ITSP)** regulatory fees. The ITSP is collected to cover the regulatory costs associated with the FCC's enforcement, policy and rulemaking, user information, and international activities. See 47 U.S.C. Section 159(a).

# Third Party Fund Administrators

## List of Companies and Contact Information

<b>Fund</b>	<b>Administrator</b>	<b>Customer Service Number</b>
TRS	<a href="#">RolkaLoubé – Public Utility and Telecommunications Consulting</a>	(717) 585-6605
LNPA	<a href="#">Telcordia Technologies dba iconectiv</a>	(844) 560-8050
NANPA	<a href="#">North American Numbering Plan (NANP)</a>	(613) 760-4512
ITSP	<a href="#">Federal Communications Commission (FCC)</a>	(877) 480-3201, Option 6

# **Form Specific Training**

Resources On-Line

# Training Video for Filing the FCC Form 499-Q

You can find an FCC Form 499-Q training module that explains the form and walks a user through filing the FCC Form 499-Q. It is self-paced and includes a menu so you can skip to specific sections.

This video is found on our 'Videos' page or directly by clicking this [link](#).

The screenshot shows a video player interface. On the left is a 'MENU' sidebar with a search icon and a hamburger menu icon. The menu items are: 'FCC Form 499-Q Basics' (expanded), 'FCC Form 499-Q Basics' (checked), 'Module Navigation', 'Topics Covered', 'FCC Form 499-Q', 'De Minimis', 'De Minimis Obligations', 'Finding the FCC Form 499-Q', 'How to File', 'E-File', 'What to Expect Next', 'Summary', 'Additional Assistance', and 'End Module'. The main video area shows a person's hands typing on a laptop keyboard. The text 'FCC Form 499-Q Basics' is overlaid on the video. In the bottom right corner of the video, the logo for 'Universal Service Administrative Co.' is visible. The video player controls at the bottom include a play button, a progress bar, and icons for refresh, volume, closed captions, and settings.

## Annual Form Webinar Schedule *Registration Link on Date*

- [February 5](#) – What's New on the 2025 FCC Form 499-A
- [February 6](#) – Getting Started
- [February 11](#) – VoIP Providers and Resellers
- [March 6](#) – Access to E-File
- [March 18](#) – Updating Registration Information
- [March 20](#) – Reporting Wholesale Revenue (Block 3)
- [March 25](#) – Reporting End User Revenue (Block 4)
- [March 27](#) – Reporting Regional Percentages and Certification of Form

**Questions?**



# How to Contact USAC

# E-File Message Portal

499 Forms   Payments   **Messages (0)**

Inbox  
Archive

Displaying 0 of 0 records

+ Compose

No new messages.

Show 10 records

## New Message

Company  
USAC Test Amy

Email  
example@company.com  Notify all contacts

Category  
--Select A Category--

- Select A Category--
- 499-A
- 499-Q
- Billing
- Credit Balance Refunds
- Deactivation
- Payments
- Red Light
- True-Up
- Other

Cancel   Send

Send a message to the Service Provider team directly through the Message Portal in E-File.

# Contributors/Service Providers Customer Service Center (CSC)



**Call us at (888) 641-8722**

Monday – Friday 9 a.m. to 5 p.m. ET



**Email:** [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org)

- Include in your email
  - 498 ID/Service Provider ID Number (SPIN)
  - 499 Filer ID

**Thank You!**





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