



# Annual Form Training

Regional Percentages and Certification

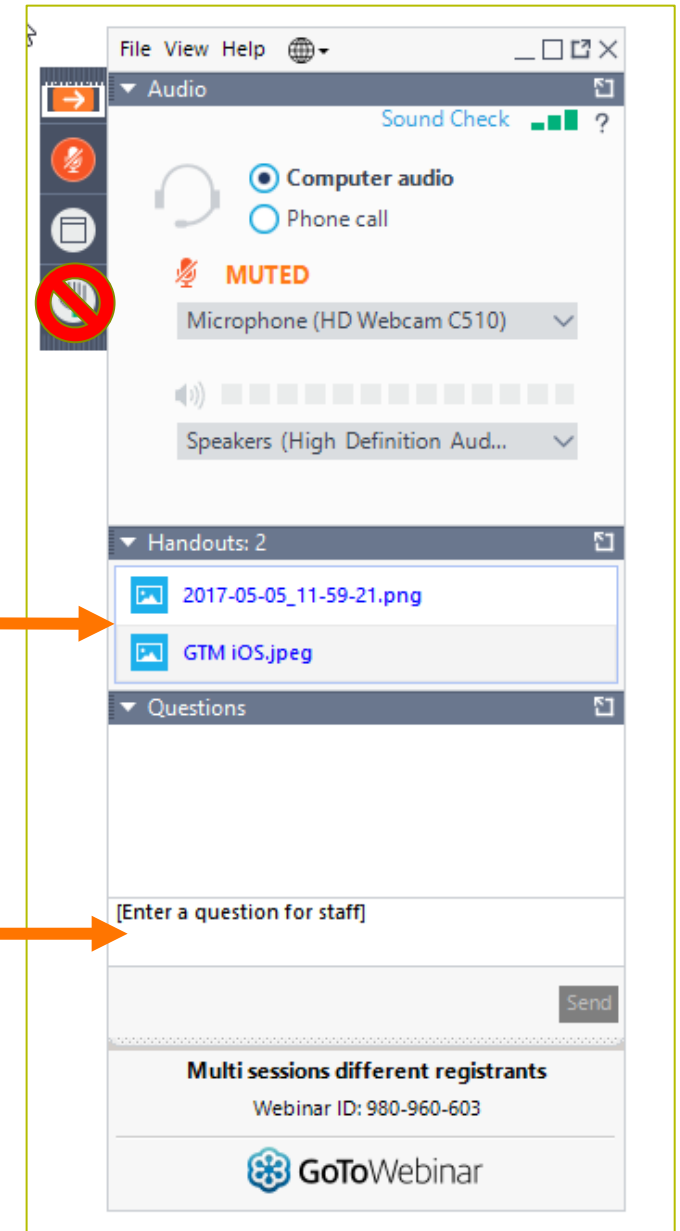
March 28, 2025

# 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

## Amy Kavelman

Senior Telecom Industry Analyst | Contributor Operations

Ms Kavelman is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A. She has worked at USAC for 14 years.

Originally from central Illinois, she moved to the Washington DC area in 1997.

Email: [Amy.Kavelman@usac.org](mailto:Amy.Kavelman@usac.org)

# Agenda

- Webinar Format
- Regional Percentage Completion
- Certify and Submit
- Questions
- Assistance Resources

# “Office Hours” Webinar Format

- Office Hours are held monthly.
- Brief presentation of a common topic at the beginning
- Open the floor to questions from attendees
  - Attendees type their question in the ‘Questions’ box in the GoToWebinar panel
  - USAC staff will repeat the question so everyone can hear
  - USAC staff will answer the question, keeping identify of the asker private
  - If question contains specific company information, USAC staff will follow-up with an email, keeping the question private.

# Annual Form Filing

## Regional Percentages



# Regional Percentages

All VoIP providers are required to report on the regions where their customers are. The system will not let you complete the form until this is done.

<b>Carrier's Carrier</b> - (Form 499-A Lines 303-315) This section is for reporting revenues received from (1) carriers that contributed to the federal universal service fund (USF); OR (2) USAC or state sources for universal service support.	<a href="#">Edit</a>
<b>End-User</b> - (Form 499-A Lines 403-417) This section is for reporting revenues received from end-users, or carriers that did not contribute to the federal USF, for providing telecommunications or interconnected VoIP services.	<a href="#">Edit</a>
<b>Non-Telecommunications</b> - (Form 499-A Lines 418.1-418.3) This section is for reporting revenues received for providing non-telecommunications services.	<a href="#">Edit</a>
<b>Non-Interconnected VoIP</b> - (Form 499-A Line 418.4) This section is for reporting revenues received for providing non-interconnected VoIP services.	<a href="#">Edit</a>
<b>Excluded Reseller Revenue</b> - (Form 499-A Line 511) This section is for reporting revenues from carriers that did not contribute to USF that you would like to exclude from other contribution bases (e.g., NANPA, TRS, LNP).	<a href="#">Edit</a>
<b>Uncollectible Revenue or Bad Debt</b> - (Form 499-A Lines 421-422) This section is for reporting any uncollectible revenue or bad debt.	<a href="#">Edit</a>
<b>Regional Percentages</b> - (Form 499-A Lines 503-510) This section is required for carriers and providers of interconnected VoIP with revenue to indicate regional billing data.	<a href="#">Edit</a>
<b>Certifying Officer Information</b> This section you will need to fill out the filer's Certifying officer information.	<a href="#">Edit</a>

# LNP Regional Percentages

REGIONAL REVENUE PERCENTAGES FOR LOCAL NUMBER PORTABILITY (LNP)		Carrier's Carrier Revenue Regions	End User Revenue Regions
503 Southeast:	Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, and U.S. Virgin Islands	<input type="text" value="0"/> %	<input type="text" value="0"/> %
504 Western:	Alaska, Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming	<input type="text" value="0"/> %	<input type="text" value="50"/> %
505 West Coast:	California, Hawaii, Nevada, American Samoa, Guam, Johnston Atoll, Midway Atoll, Northern Mariana Islands, and Wake Island	<input type="text" value="0"/> %	<input type="text" value="50"/> %
506 Mid-Atlantic:	Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia	<input type="text" value="0"/> %	<input type="text" value="0"/> %
507 Mid-West:	Illinois, Indiana, Michigan, Ohio, and Wisconsin	<input type="text" value="0"/> %	<input type="text" value="0"/> %
508 Northeast:	Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont	<input type="text" value="0"/> %	<input type="text" value="0"/> %
509 Southwest:	Arkansas, Kansas, Missouri, Oklahoma, and Texas	<input type="text" value="0"/> %	<input type="text" value="0"/> %
510 Total:		<input type="text" value="0"/> %	<input type="text" value="100"/> %

[Save & Return to Summary](#)
[Save & Continue](#)
[Expand All](#)
[Save & Close](#)

Enter your best estimate of the regions where your end-users are located.

Make sure that the total on Line 510 = 100%

# **Annual Form Filing**

## Review and Certification

# Review, Certify and Submit the Form

The section for certifying officer, starts with this screen. The information contained in this section carries over from the previous annual form. If you have entered anything in the explanation box, ensure that it's current. All revenue contained on this form is considered confidential whether you select the option or not.

## CERTIFYING OFFICER INFORMATION

**1** In this section please review the information and the certification statement that you will be required to certify following your review of the form in the next step. The information in this section is from your 499 User Profile updating any information in this section will also update your 499 User Profile once you have saved your updates. Once the form has been submitted this information will be locked.

Exempt from contributing to **2**  Universal Service  TRS  NANPA  LNP

Explanation

Type of Reporting Entity **2**  State or Local Government Entity  I.R.C. § 501 or State Tax Exempt

I certify that the revenue data contained herein are privileged and confidential and that public disclosure of such information would likely cause substantial harm to the competitive position of the company. I request nondisclosure of the revenue information contained herein pursuant to sections 0.459, 52.17, 54.711 and 64.604 of the Commission's rules.

# Certifying Officer Details

The details of the registered Company Officer that certified the last annual form is pre-populated.

In order for a Company Officer to certify, they must have an E-File username and password.

If you need to change the Certifying Officer, contact us via the E-File Message Portal.

### Certifying Officer Information

I certify that I am an officer of the above-named filer as defined in the instructions, that I have examined the foregoing report and, to the best of my knowledge, information and belief, all statements of fact contained in this Worksheet are true and that said Worksheet is an accurate statement of the affairs of the above-named company for the previous calendar year. In addition, I swear, under penalty of perjury, that all requested identification registration information has been provided and is accurate. If the above-named filer is filing on a consolidated basis, I certify that this filing incorporates all of the revenues for the consolidated entities for the entire year and that the filer adhered to and continues to meet the conditions set forth in section III-B of the instructions.

Name	?	<input type="text" value="Amy"/>	MI	<input type="text" value="Officer"/>
Position with reporting entity	?	<input type="text" value="CO"/>		
Phone Number	?	<input type="text" value="202-776-0200"/>		<input type="text" value="ext"/>
Email Address	?	<input type="text" value="AmyOfficer@test.com"/>		
Officer Signature Date	?	<input type="text" value="3/28/2025"/>		
Filing Type	?	<input type="radio"/> Original April 1 filing for year <input type="radio"/> New filer, registration only <input type="radio"/> Revised filing with updated registration <input checked="" type="radio"/> Revised filing with updated revenue data		

This is the last section of revenue information. Clicking "Save & Continue" will return you to the Revenue Information Summary.

Save & Return to Summary
Save & Continue

Expand All
Save & Close

# Review and Certify

## MAIN PAGE: 2025 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2024)

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 2024. As you enter your data, be sure that you understand the requirements as indicated in the [2025 FCC Form 499-A Instructions](#).

<p><b>Update Registration Information</b></p> <p>(Pages 1-3 of FCC Form 499-A)</p>	<p>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.</p>
<p><b>Enter/Update Revenue Information</b></p> <p>(Pages 4-8 of FCC Form 499-A)</p>	<p>Enter or update your revenue information for calendar year 2024. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.</p>

### 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**

**Note! Preparers can access this section, but only Company Officers can submit the form.**

## Confirm Revenue Info – Summary Page

This section requires review of the revenues reported, in total form for each of the revenue sections. You must place a check mark in each Confirm box in order for the certification to proceed.

### CONFIRM REVENUE INFORMATION

The following is a summary of calendar year 2024 revenue information that you have entered for your 2025 FCC Form 499-A.

Confirm that all of following information is accurate by checking each "Confirm" box below. If any information is not accurate, or if you want to double check your data entry, select the "Edit Form" button at the bottom of the page to revise the information. You will be directed back to this page after you have made your revisions.

Once you have confirmed that all the information is accurate, select the "Certify" button at the bottom of the page to certify that the information is correct and to submit your completed, certified FCC Form 499-A to USAC.

#### Total Revenue

Total gross billed revenues from all sources	<b>106,120.00</b> Line 419a	
Total bad debt from all sources	<b>0.00</b> Line 421a	<input type="checkbox"/> Confirm
Total net revenue from all sources	<b>106,120.00</b> Line 419a - Line 421a	

#### Carrier's Carrier (Reseller) Revenue

Total gross billed revenue from resellers	<b>0.00</b> Line 315a	<input type="checkbox"/> Confirm
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## Confirm Revenue - continued

Sections showing total revenue for the End-User Revenue and Alert messages (if any)

<b>End-User Revenue</b>		
Total gross billed revenue from end-users	<b>100,120.00</b>	
	Line 420a	
Total gross billed local/intrastate long distance revenue from end-users	<b>35,150.00</b>	
	Line 420a – Line 420d –	
	Line 420e	<input type="checkbox"/>
Total gross billed interstate long distance revenue from end-users	<b>64,970.00</b>	Confirm
	Line 420d	
Total gross billed international long distance revenue from end-users	<b>0.00</b>	
	Line 420e	
<b>Alerts</b>		
Confirm that you have reviewed all your ALERT Messages		
<a href="#">1 Alert Messages</a> Click to review your alert message(s)		<input type="checkbox"/>
		Confirm



## Confirm Revenue – Then Certify

Preparers can access this section, but only the Company Officer can certify for the form. If the ‘Certify’ button is not highlighted, like below, that means you have not checked off the above ‘Confirm’ boxes.

**Contribution Base**

Based on the information you have provided, the E-File system has calculated the following contribution bases. USAC will provide this information to the FCC as well as the fund administrators for TRS, LNP, and NANPA, who will use it to determine your contribution obligations.

Universal Service contribution base revenue	<b>64,970.00</b> Interstate 423d	<b>0.00</b> International 423e
LNP and NANPA contribution base revenue		<b>100,120.00</b> Total (420a + 412a – 511a)
TRS contribution base revenue		<b>64,970.00</b> Interstate + International (514b)

Edit Form
Certify

# Officer Certification


Once the officer certifies, they will receive this screen as well as a confirmation email.

**E-FILE**

**Company Name:** USAC Test Amy  
**Filer ID:** 889993

2025 FCC Form 499-A  
(Reporting calendar 2024 revenues)

**FORM 499-A - FILING COMPLETE - CONFIRMATION MESSAGE**

 Thank you for submitting your 499 worksheet to the Form 499 Data Collection Agent (DCA).  
You have successfully completed the Online Submission and Certification process.  
Thank you for using USAC's online filing application.

[Close](#)

**Questions?**

# Additional Help

# Webinars: Upcoming and Recorded

## Webinars

Join us to learn about topics relevant to service providers participating in universal service programs, as well as guidance for upcoming filings and stakeholder support. Topics include quarterly FCC Form 499-Q training, office hour sessions, FCC Form 499 basic training, and more.

## Upcoming Trainings

### Annual Form Training: Wholesale Revenue (Block 4)

**Date:** Tuesday, March 25, 2025

**Time:** 02:00 pm ET – 03:00 pm ET

[Register](#)

### Annual Form Training: Regional Percentages and Certify

**Date:** Thursday, March 27, 2025

**Time:** 02:00 pm ET – 03:00 pm ET


[Register](#)





A list of webinars can be found on our website  
– [www.usac.org](http://www.usac.org)

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## Previous Trainings

Filter by Topic

All Topics 

<b>Annual Form Training: Registration Questions</b> <a href="#">Annual Form Training – Registration Section</a> 	March 18, 2025   25:28 minutes	<a href="#">Watch</a>
<b>Live Walkthrough of Completing an FCC Form 499-A</b>	March 13, 2025   58:09 minutes	<a href="#">Watch</a>
<b>Revenue Reporting for VoIP Resellers</b> <a href="#">March Revenue Reporting for VoIP Resellers</a> 	March 11, 2025   1:00 hour	<a href="#">Watch</a>
<b>Office Hours: Access to E-File</b> <a href="#">March 2025 Contributor Office Hours</a> 	March 06, 2025   31:07 minutes	<a href="#">Watch</a>
<b>New 499 Filer ID Basics</b> <a href="#">2025 March – New 499 Filer ID Basics</a> 	March 04, 2025   44:31 minutes	<a href="#">Watch</a>

# E-File Message Portal

499 Forms   Payments   **Messages (0)**

**Inbox**  
Archive

Displaying 0 of 0 records

**+ Compose**

No new messages.

Show 10 records

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

## 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

# 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

Contact the CSC for issues relating to login, error messages and other technical problems.



**Universal Service  
Administrative Co.**