



Contributor Office Hours

Changes to the 2025 FCC Form 499-A

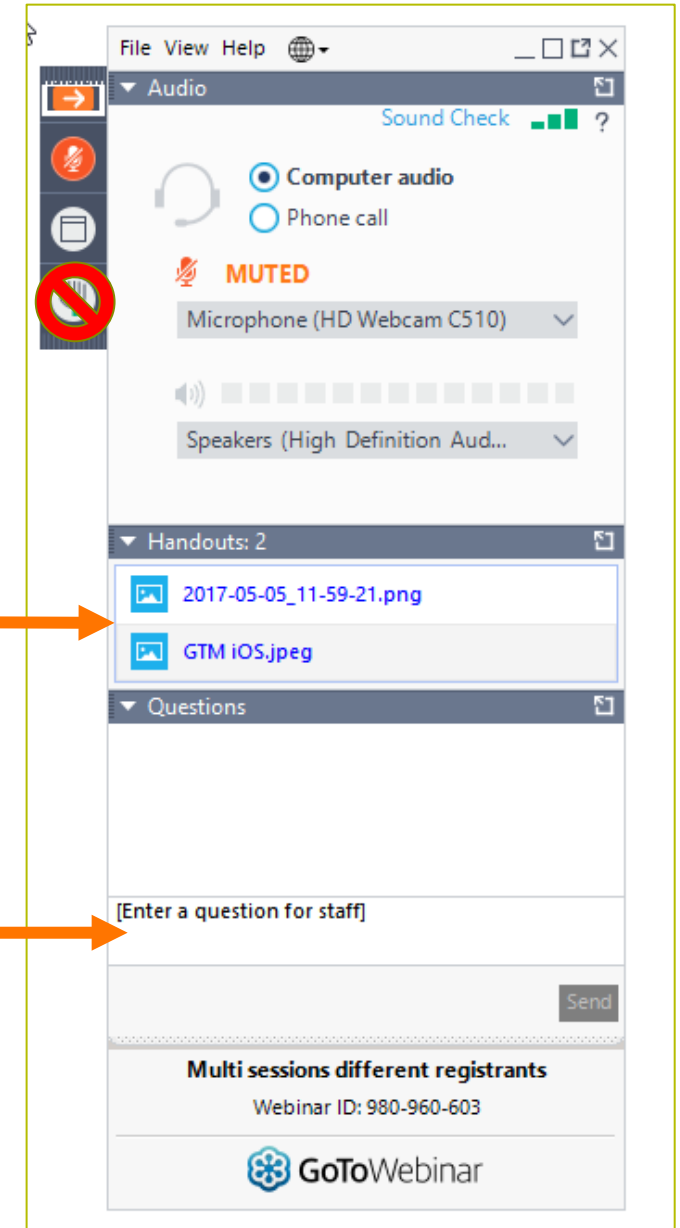
February 5, 2025

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.

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Agenda

- Introduction
- Webinar Format
- 2025 Annual Form Updates
- Questions
- Annual Form Training Schedule
- Contact Us

“Office Hours” Webinar Format

- Office Hours will be 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.

2025 FCC Form 499-A

Review of Form Clarifications

2025 FCC Form 499-A - Annual Form

- The 2025 FCC Form 499-A will be available March 1, 2025.
- All companies registered with a 499 Filer ID must file, regardless of their revenue level.
- This form reports the annual revenues for calendar year 2024.
- All active filers will be notified via email address of active users that the form is ready. Please make sure that your current email address is in E-File.

(a good way to confirm is that you receive a monthly invitation to our webinars. If you don't, then we don't have your current email address)

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Pages 12 and 13 are updated to clarify that USF statements will no longer be sent by mail. Rather, carriers will receive an email notification that their USF statement is ready to be viewed in E-File.

This change took place in November 2024. Training on this E-File enhancement took place on October 7 & 8, 2024. A copy of this recorded training can be found [here](#).

Effective with the release of the 2025 Form, all billing contacts must be an authorized user in E-File. Users can be added now.

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Page 13 is updated to clarify that, in the case of an acquisition or merger during the prior calendar year, the successor company must submit the acquired entity's FCC Form 499-A Worksheet and report all pre-acquisition revenue for that calendar year.

2024

If the operations of an entity ceased during the previous calendar year and are now part of a successor, the successor must include the previous calendar year revenues of the now-defunct entity with its own Worksheet. Thus, it is the successor company's responsibility to ensure that the revenues for both companies for the previous calendar year are accounted for in their entirety

2025

If the operations of an entity ceased during the previous calendar year **due to an acquisition by or merger with a successor, the successor company must submit the acquired entity's FCC Form 499-A Worksheet and report all pre-acquisition revenue for that calendar year. If the successor company has E-File access to the account of the acquired entity, it may submit the Worksheet electronically, otherwise it may submit a hard copy Worksheet to USAC.** It is the successor company's responsibility to ensure that the revenues for both companies for the previous calendar year are accounted for **in their entirety on the respective company's quarterly and annual Worksheets.**

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Page 17 is updated to clarify that carriers must include an email address for their billing contact person on Line 208.

2024

Line 208 — Enter a billing contact person name and address for administrators to send billing information for contributions. An email address is also required and will not be publicly released. Information on establishing electronic fund transfer and bills for universal service, TRS, NANPA, or LNPA contributions will be sent to this address unless other arrangements are made via written request

2025

Line 208 — Enter a billing contact person name, address, **and email address** for administrators to send billing information for contributions to the Universal Service Fund. The email address will not be publicly released. **Notifications of issued invoices for USF contributions, which may be viewed in E-File, will be sent to the email address specified.** Information on establishing electronic fund transfer and bills TRS, NANPA, or LNPA contributions will be sent to this address unless other arrangements are made via written request.

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Page 18 is updated to clarify that an email address is required for the designated D.C. Agent for Service of Process.

2024

Carriers, interconnected VoIP providers, and non-interconnected VoIP providers must enter the company name, contact person name, business address, telephone or voicemail number, and, if available, fax number and email address for their designated D.C. Agent.

2025

Carriers, interconnected VoIP providers, and non-interconnected VoIP providers must enter the company name, contact person name, business address, **email address**, telephone or voicemail number for their designated D.C. Agent.

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Page 21 is updated to clarify that the successor company rather than the acquiring company is responsible for reporting total revenues for the reporting period for all predecessor operations.

2024

Mergers and acquisitions: When two filers merge, the successor company should report total revenues for the reporting period for all predecessor operations, unless the filers maintain separate corporate identities and both continue to operate. In that special case, each filer should continue to report its revenues separately.⁴⁶ Where an entity obtains, by any means whatsoever, the telecommunications operations or customer base of a filer, and the acquired company does not file its own FCC Form 499-A, the acquiring company must report all telecommunications revenues associated with such operations or customer base including revenues billed in the calendar year prior to the date of acquisition.

2025

Mergers and acquisitions: When two filers merge, the successor company should submit the acquired entity's Form 499-A Worksheet and record all pre-acquisition revenue for that calendar year. The successor company should report total post-acquisition revenues for the reporting period on its own FCC Form 499-A. If the entities maintain separate corporate identities and both continue to operate, each filer should continue to report its revenue separately.

Clarifications to the 2025 FCC Form 499-A Instructions ([DA 24-1095](#))

Page 52 is updated to note the *de minimis* estimation and circularity factors to determine whether a filer met the universal service *de minimis* standard for calendar year 2024.

Appendix A contains a worksheet that filers can use to determine their *de minimis* status for calendar year 2024. Factors tied to the estimation and circularity factors were updated. These were originally published with the instructions for the 2024 quarterly filings, Figure 1.

Questions?

Annual Form Training Webinars

Annual Form Webinar Schedule *Registration Link on Date*

- [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

Contact Us

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

- 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.

Thank You!





Universal Service
Administrative Co.