

Contributor Office Hours

How to File an FCC Form 499-Q

January 8, 2025



Universal Service
Administrative Co.

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.
- Enter questions at any time using the **‘Questions’** box.
- If your audio or slides freeze, restart the webinar.
- A copy of the slide deck is in the **‘Handouts’** section of webinar panel.
- The recorded webinar will be available on the Service Provider’s **‘Webinar’** webpage.



The screenshot displays the GoToWebinar interface. At the top, there is a menu with 'File', 'View', and 'Help'. Below this is the 'Audio' section, which includes a 'Sound Check' indicator and two options: 'Computer audio' (selected) and 'Phone call'. A red 'MUTED' icon is visible next to the microphone icon. The microphone is set to 'Microphone (HD Webcam C510)'. Below the audio settings is a volume slider and a speaker icon. The 'Handouts: 2' section lists two files: '2017-05-05_11-59-21.png' and 'GTM iOS.jpeg'. The 'Questions' section is currently empty. At the bottom, there is a text input field with the placeholder '[Enter a question for staff]', a 'Send' button, and a red text prompt 'Ask questions here!'. Below the question box, it says 'Multi sessions different registrants' and 'Webinar ID: 980-960-603'. The GoToWebinar logo is at the bottom right.

Download PDF of Slides here!

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 Forms 499 and he joined USAC in 2022.

Email: Form499@usac.org

Agenda

- Introduction
- Webinar Format
- Form 499-Q Facts
- Filling out a 499-Q
- Questions
- Assistance Resources

“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.

Form 499-Q Facts

November FCC Form 499- Q

Quarterly Filing

- Due Monday, February 3, 2025
- Required for all non-*de minimis* filers
- This [FCC Form 499-Q](#) is used to *forecast* the company's revenue for 2Q25.
- The numbers reported on this form will be used to bill direct contributors in April, May and June 2025.
- ALL FCC Forms must be submitted online through E-File. Paper copies are not accepted.
- Revisions to this form accepted until March 20, 2025.

Calculating USF Contributions

Quarterly Filing is used for this purpose

- USAC first determines a service provider's contribution base.
- The contribution base is the end-user, telecommunications revenue, and only the interstate and international allocations of that revenue.
- On the FCC Form 499-Q, this is reported on Line 120 and represents one quarter's worth of revenue.
- At a high level, the contribution base revenue is multiplied by the corresponding quarter's FCC contribution factor to determine a company's contribution amount.

Definition of *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 .

de minimis Company Requirement

Notify USAC of your *de minimis* status in E-File.

The screenshot displays the 'Admin Center' interface for a user named 'USAC Test Amy' with ID '889993'. The user's status is 'Active'. A red box highlights the 'Notify USAC of De Minimis Status' toggle switch, which is currently turned off. A green arrow points to the toggle. Below the toggle are buttons for 'Comments' and 'Company Details'. At the bottom, there are links for '499 Forms', 'Payments', and 'Messages (0)'. The '499 Forms' link is underlined and highlighted in blue.

Admin Center

889993 Search

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.

Comments

Company Details

499 Forms Payments Messages (0)

499 Forms

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 the company that it is not required to file quarterly forms covering the calendar year 2025 (i.e., the February, May, and August 499-Qs).
- If the company has determined that its *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.

Online Filing – Before You Start



- 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'
 - ✓ 'CustomerSupport@usac.org'
 - ✓ '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.

How to Fill Out an FCC Form 499-Q

Online Filing the FCC Form 499-Q

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 access both the 498 ID and the 499 Filer ID. Select '[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?

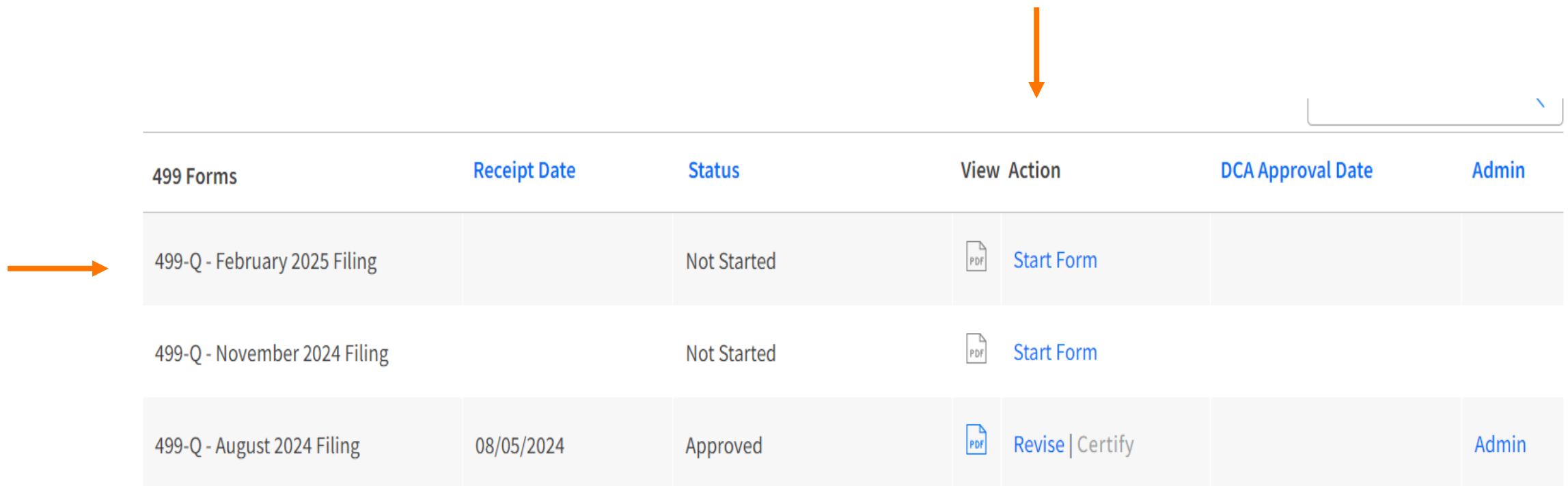
Send us a message
[Click here](#)




Call us
(888) 641-8722

Online Filing

Using the E-File navigation system, navigate to the Filer ID that you wish to work on. Scroll to the bottom of the screen and summary view of the FCC Forms 499.

To complete the February 499-Q, select '[Start Form](#)' from the Action column within that form's row.



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

Online Filing

Block 2: Contact Information will also be prepopulated.

- This section contains the name, phone number and email of the person preparing the form.
- **It also contains the billing contact name and the billing address. If this address needs to be updated, you can do that here.**

Block 2: Contact Information	
108. Person who completed this worksheet	First: Amy MI: Last: Smith
109. Telephone number of this person	(202) 772-5678 Ext
110. Fax number of this person	(999) 999-9999
111. Email of this person	AmyOfficer@test.com
112. Billing address and billing contact person [Bills for Universal Service contributions will be sent to this address.] Do you want to enter foreign address? <input type="radio"/> Yes <input checked="" type="radio"/> No Street 1 : PO Box 135 Street 2 : room 5 Street 3 : 1B2L City : Mana State : PA Zip : 20036 1234 Country: United States First : Manny Last : Notes Phone : (678) 444-5555 Ext 0 Fax : (202) 444-8888 E-Mail : amyuser@test.com	

Make sure the billing address is correct!

Online Filing

Block 3:

- This section contains the revenue, both past and projected
- Report total revenues in column (a)
- Report interstate revenues in column (b)
- Report international revenues in column (c)

Block 3: Contributor Historical and Projected Revenue Information			
113. Indicate which Quarterly filing this represents <u>Filing due</u> <input type="radio"/> November 1, 2024 <input checked="" type="radio"/> February 1, 2025 <input type="radio"/> May 1, 2025 <input type="radio"/> August 1, 2025			
		Historical revenues (lines 115-118) for July 1 - September 30, 2024 October 1 - December 31, 2024 January 1 - March 31, 2025 April 1 - June 30, 2025	Projected revenues (lines 119-120) for January 1 - March 31, 2025 April 1 - June 30, 2025 July 1 - September 30, 2025 October 1 - December 31, 2025
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

Revenue Reporting Sections

Compare the historical revenue to the projected revenue to ensure that the revenues are relatively close.

Historical


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 <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		\$270,000.00	\$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		\$270,000.00	\$0.00

Projected

Submitting the FCC Form 499-Q

Block 4: Certification - can only be completed by the Company Officer designated in the E-File system.

- Make certain that the information is the same. (in other words, don't change it here!)
- Enter today's date on Line 126.
- To proceed click on '[Click here to Preview and Certify the form](#)'

Block 4: CERTIFICATION: to be signed by an officer of the reporting entity	
121. 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.	<input type="checkbox"/>
I certify that I am an officer of the above-named reporting entity, 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, that said Worksheet is an accurate statement of the affairs of the above-named company for the quarter and that the projections of gross-billed and collected revenues represent a good-faith estimate based on company procedures and policies.	
122. Signature	*****Data Entry Purpose Only. Please Do Not Print this Form*****
123. Printed name of officer	First: Amy MI: Last: Smith
124. Position with reporting entity	President
125. Email of officer (Required if available)	AmyOfficer@test.com
126. Date	3/12/2019 
127. This filing is:	<input type="radio"/> Original Filing <input checked="" type="radio"/> Revised Filing [revisions due within 45 days of original filing deadline]
Do not mail checks with this form. Send this form to: Form 499 Data Collection Agent c/o USAC 700 12th Street, N.W. Suite 900 Washington DC 20005 For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet Info: (888)641-8722 or via e-mail: Form499@universalservice.org	
PERSONS WILLFULLY MAKING FALSE STATEMENTS IN THE WORKSHEET CAN BE PUNISHED BY FINE OR IMPRISONMENT UNDER TITLE 18 OF THE UNITED STATES CODE, 18 U.S.C. §1001	
<input type="button" value="Save Form"/> <input type="button" value="Click here to Preview and Certify the form"/>	

Training Video for Filing the FCC Form 499-Q

We have posted a 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 navigation menu with a search icon and a hamburger menu icon. The menu is titled 'MENU' and contains the following items:

- ▼ FCC Form 499-Q Basics
 - FCC Form 499-Q Basics ✓
 - 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
 - End Module

The main video area displays a title card with the text 'FCC Form 499-Q Basics' in white, overlaid on a background image of hands typing on a laptop keyboard. The logo for 'Universal Service Administrative Co.' is visible in the bottom right corner of the video frame. Below the video frame is a standard video player control bar with a play button, a progress bar, and icons for refresh, volume, closed captions, and settings.

E-File Enhancement – Online Billing Statements Now 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.

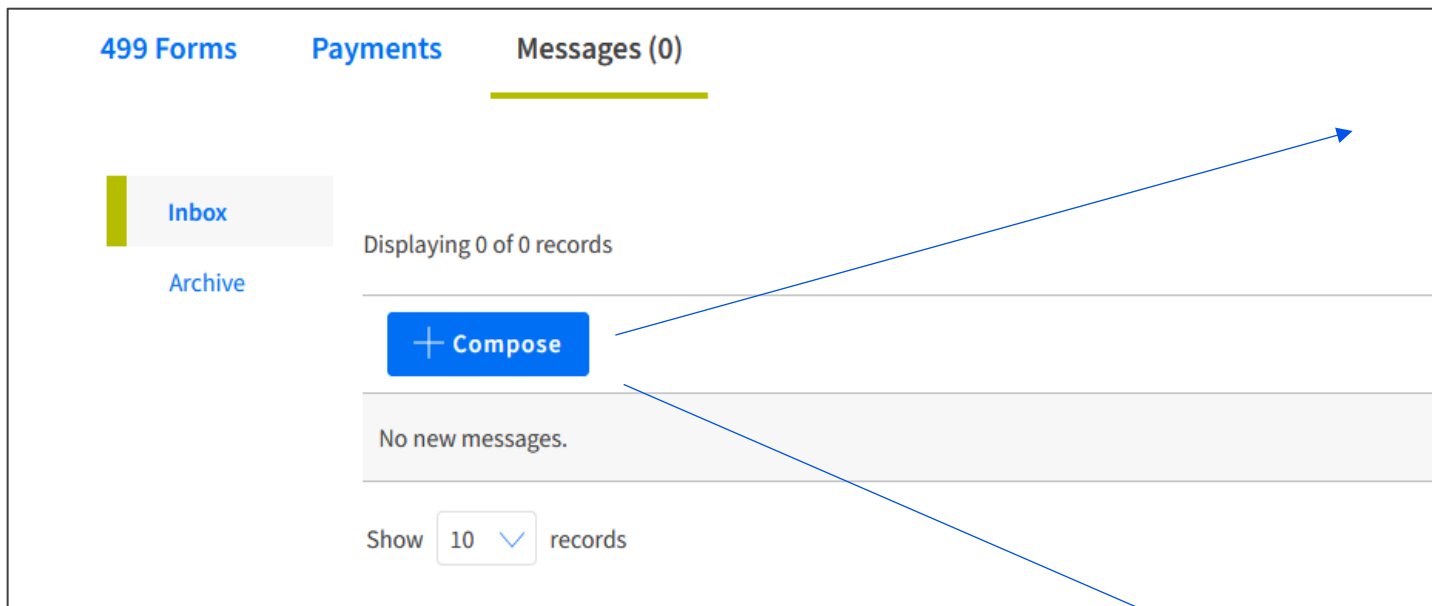
Learn more about the updates by visiting the “Making Payments” pages or viewing the “E-File Payments Changes” video on the USAC website.

Questions?

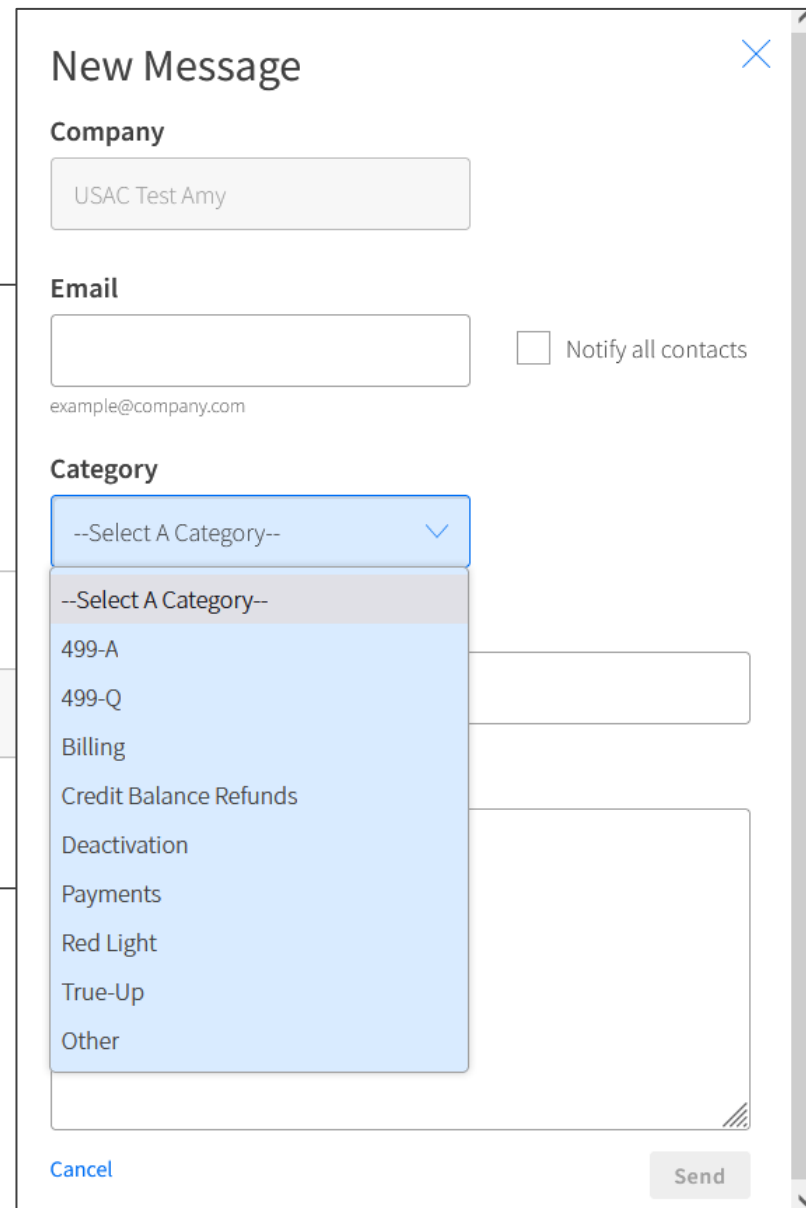
Contacting USAC

E-File Message Portal

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



The screenshot shows the 'Messages (0)' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Inbox' and 'Archive'. The main content area displays 'Displaying 0 of 0 records' and a '+ Compose' button. Below the button, it says 'No new messages.' and 'Show 10 records' with a dropdown arrow.



The 'New Message' form is shown with a close button (X) in the top right corner. The form fields are:

- Company:** A text input field containing 'USAC Test Amy'.
- Email:** A text input field containing 'example@company.com'. To the right of the field is a checkbox labeled 'Notify all contacts'.
- Category:** A dropdown menu with a blue background and a downward arrow. The menu is open, showing a list of categories: '--Select A Category--', '499-A', '499-Q', 'Billing', 'Credit Balance Refunds', 'Deactivation', 'Payments', 'Red Light', 'True-Up', and 'Other'.

At the bottom of the form, there are 'Cancel' and 'Send' buttons.

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

Thank You!





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