



## Credit Balance Refund Request via 498 ID Banking Information

This document provides instructions for submitting a credit balance refund (CBR) request. If your 498 ID and Filer ID share a tax identification number, you may ask USAC to send your company's credit balance refund directly to the banking information associated with the universal service program identified on your company's FCC Form 498 to issue the refund.

To make the request, simply follow these instructions:

- o Send an e-mail with the 498 ID and the requested support mechanism to USAC's Financial Analyst of Invoicing at [CBRrequest@usac.org](mailto:CBRrequest@usac.org) by the 25th of the month. If the 25<sup>th</sup> falls on a weekend, please ensure the form is received by the business day prior.
- o Your e-mail to USAC's Financial Analyst of Invoicing needs to contain the following information:
  - o 498 ID
  - o Filer ID related to 498 ID
  - o Support Mechanism (indicate one): High Cost (HC), Lifeline (LI), Schools and Libraries (SL), Rural Health Care (RHC)

The 498 ID must share the same tax identification number as the Filer ID in order for this method to be used.

If your 498 ID and Filer ID do not share the same tax identification number, complete the CBR Request Form on USAC's website. USAC must receive the CBR Request Form by the 25th of the month in order to disburse the credit balance refund in the following month.

### The Refund

The final amount disbursed by USAC will be the credit balance reflected on the latest USAC invoice less any known future universal service obligations. In addition, your refund may not be issued for reasons including, but not limited to:

- o Red Light status,
- o Existing DCIA balance, or
- o Outstanding FCC Form 499-A/499-Q issues.