

USAC Webinar

FCC 499Q 1-2-3 Quick Check
Correspondence
Common E-File Issues

July 8, 2010

FCC 499Q 1-2-3 Quick Check

FCC Form 499-Q Telecommunications Reporting Worksheet				Approval by OMB 306-0-0035	
Quarterly Filing for Universal Service Contributors				*** Please read instructions before completing ***	
Block 1: Contributor Identification Information		101		Filer 499 ID: 819368	
102	Legal name of reporting entity	Universal Service Administrative Company			
103	IRS employer identification number	99-0000000			
104	Name telecommunications provider is doing business as	USAC			
105	Holding company (if offered companies should show name here)				
106	FCC Registration Number (FRN)	0123-4567-89			
107	Complete mailing address of reporting entity's corporate headquarters	Street 1 Street 2 Street 3	City State County	Zip City State Zip	Washington DC 20008
Block 2: Contact Information					
108	Person who completed this worksheet	First Name Last Name	Fred M Theobald		
109	Telephone number of this person	(202) - 776-0000	ext		
110	Fax number of this person	(202) - 776-0000			
111	Email of this person	customerservice@bcd.universalservice.org			
112	Billing address and billing contact person (Bills for Universal Service contributions will be sent to this address.)	Street 1 Street 2 Street 3	City State Zip	First Name Last Name Title	Washington DC 20008 Ph: 302 776-0000 Fax: 302 776-0000
Block 3: Contributor Historical and Projected Revenue Information					
113	Year of historical revenue information	2010			
114	Indicate which quarter filing this represents	Reporting Date	Historical revenues for	Projected revenues for	
	<input type="checkbox"/> February 1	October 1 - December 31 (prior year)	April 1 - June 30	April 1 - June 30	
	<input type="checkbox"/> May 1	January 1 - March 31	July 1 - September 30	July 1 - September 30	
	<input type="checkbox"/> August 1	April 1 - June 30	October 1 - December 31	October 1 - December 31	
	<input type="checkbox"/> November 1	July 1 - September 30	January 1 - March 31 (following calendar year)	January 1 - March 31 (following calendar year)	
Historical billed revenues with no allowance or deductions for uncollectibles. See instructions.		Total Revenues (a)	Intariable Revenues (b)	International Revenues (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	\$500,000.00	\$350,000.00	\$10,000.00	
117	All other goods and services	\$50,000.00	Column (b) and (c) not requested		
118	Gross-billed revenues from all sources (sum of above)	\$550,000.00	for Lines 117 and 118		
119	Projected gross-billed end-user intariable and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$300,000.00	\$9,000.00	
120	Projected collected end-user intariable and international telecommunications revenues including any pass-through charges for universal service contributions, but excluding international-to-international revenues		\$290,000.00	\$8,900.00	
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 0-49.0, 52.17, 54.711 and 56.094 of the Commission's Rules.				
	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	Fred M Theobald			
123	Printed name of officer	Fred M Theobald			
124	Position with reporting entity	Billing Manager			
125	Email of officer (Required if available)	customerservice@bcd.universalservice.org			
126	Date	7/1/2010			
127	This filing is:	<input checked="" type="checkbox"/> Original filing <input type="checkbox"/> Revised filing (revisions due within 45 days of original filing deadline)			
Do not mail this with this form. Send this form to: Form 499-Data Collection Agent c/o USAC 2000L Street, N.W. Suite 200 Washington DC, 20036 For additional information regarding this worksheet contact: Telecommunications Reporting Worksheet rfr: (888) 641-8722 or via e-mail: Form499@universalservice.org					
PERSONS WILLFULLY MAKING FALSE STATEMENTS IN THIS WORKSHEET CAN BE PUNISHED BY FINES OR IMPRISONMENT UNDER TITLE 18 OF THE UNITED STATES CODE 18 U.S.C. 1003					
Save time, avoid problems -- file electronically at		http://forms.universalservice.org		FCC Form 499-Q February 2010	

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Block 3: Contributor Historical and Projected Revenue Information			
113 Year of historical revenue information		2010	
114 Indicate which quarterly filing this represents		Historical revenues for	Projected revenues for
<input type="checkbox"/>	January 1	October 1 - December 31 (prior year)	April 1 - June 30
<input checked="" type="checkbox"/>	May 1	January 1 - March 31	July 1 - September 30
<input type="checkbox"/>	August 1	April 1 - June 30	October 1 - December 31
<input type="checkbox"/>	November 1	July 1 - September 30	January 1 - March 31 (following calendar year)

2

\$350,000.00	\$10,000.00
Column (b) and (c) not requested for Lines 117 and 118	
\$300,000.00	\$9,000.00
\$290,000.00	\$8,900.00

3

based on company procedures and policies.	
122 Signature	

FCC 499Q 1-2-3 Quick Check

Check 1 - 499Q Filing Identifier (Lines 113 & 114)

Line 113 – Make sure that the Year of Historical Revenue is correct. This should be the year that the filing was due except if you are filling out the February 499Q the year of historical revenue will be the prior year
Example: For the May 2010 499Q Line 113 will be 2010.

Block 3: Contributor Historical and Projected Revenue Information

113	Year of historical revenue information	2010		
114	Indicate which quarterly filing this represents	<input type="checkbox"/> February 1 <input checked="" type="checkbox"/> May 1 <input type="checkbox"/> August 1 <input type="checkbox"/> November 1	<u>Filing due</u> Historical revenues for October 1 - December 31 (prior year) January 1 - March 31 April 1 - June 30 July 1 - September 30	<u>Projected revenues for</u> April 1 - June 30 July 1 - September 30 October 1 - December 31 January 1 - March 31 (following calendar year)

Line 114 – Make sure correct filing has been checked off

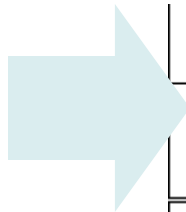
FCC 499Q 1-2-3 Quick Check

Check 2 – End User Interstate & International Revenues (Line 116, 119, & 120)

Do you have End User Interstate and/or International Revenues?

Yes I have End User Interstate and/or International Revenues.
 Check to make sure you have revenues on lines 116, 119, and 120 and that the numbers are fairly similar (~+/- 30%) to each other.

No I do not have End User Interstate and/or International Revenues.
 Check to make sure you have reported \$0 revenues on lines 116, 119, and 120.



\$350,000.00	\$10,000.00
Column (b) and (c) not requested for Lines 117 and 118	
\$300,000.00	\$9,000.00
\$290,000.00	\$8,900.00

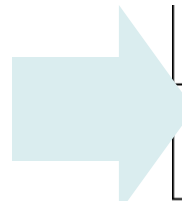
FCC 499Q 1-2-3 Quick Check

Check 2 – End User Interstate & International Revenues (Line 116, 119, & 120)

Do you have End User Interstate and/or International Revenues?

Yes I have End User Interstate and/or International Revenues.
 Check to make sure you have revenues on lines 116, 119, and 120 and that the numbers are fairly similar (~+/- 30%) to each other.

No I do not have End User Interstate and/or International Revenues.
 Check to make sure you have reported \$0 revenues on lines 116, 119, and 120.

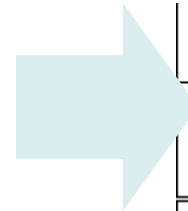


\$0.00	\$0.00
Column (b) and (c) not requested for Lines 117 and 118	
\$0.00	\$0.00
\$0.00	\$0.00

FCC 499Q 1-2-3 Quick Check

Check 2 – End User Interstate & International Revenues (Line 116, 119, & 120)

If you have reported End User Interstate and/or International revenues on line 116 you should only report \$0 revenues on lines 119 and 120 if you have stopped providing End User Interstate and/or International services.

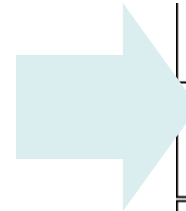


\$500,000.00	\$5,000.00
Column (b) and (c) not requested for Lines 117 and 118	
\$0.00	\$0.00
\$0.00	\$0.00

FCC 499Q 1-2-3 Quick Check

Check 2 – End User Interstate & International Revenues (Line 116, 119, & 120)

If you have reported \$0 End User Interstate and/or International revenues on line 116 you should only report revenues on lines 119 and 120 if are going to start providing End User Interstate and/or International services.



\$0.00	\$0.00
Column (b) and (c) not requested for Lines 117 and 118	
\$50,000.00	\$5,000.00
\$45,000.00	\$4,000.00

FCC 499Q 1-2-3 Quick Check

Check 3 – Signature (Line 122)

If you are mailing in your 499Q filing make sure that your Company Officer has signed the form and that you are sending USAC the original and **not a photocopy**.

based on company procedures and policies.

122 Signature

Correspondence

From: Form499
Sent: Friday, January 04, 2008 12:50 PM
To: fsmith@acme.org
Subject: FCC 499 Notice: February 2008-499Q - 899999

FCC
499 form
From: Form499
Sent: Wednesday, November 21, 2007 10:59 AM
To: fsmith@acme.com
Subject: NONRESPONDER NOTICE - November 2007 FCC F

IMPOR
THE L
New In
FCC Re
Dear Fred
From: Form499
Sent: Wednesday, February 13, 2008 12:36 PM
To: fsmith@acme.org
Subject: Issue: February 2008 499Q - Filer ID 8
NOTICE
the 2007
please re

Dear Fred
Thank yo
"End-use
bill your a
this email
Form 49
Attn: US
2000 L. s

From: Form499
Sent: Monday, August 13, 2007 9:23
To: fsmith@acme.org
Subject: ACCEPTED August 2007 FCC

Dear Fred,

119 and
This is a friendly notice from USAC
system and that this filing will decre
feel free to respond to this email or o

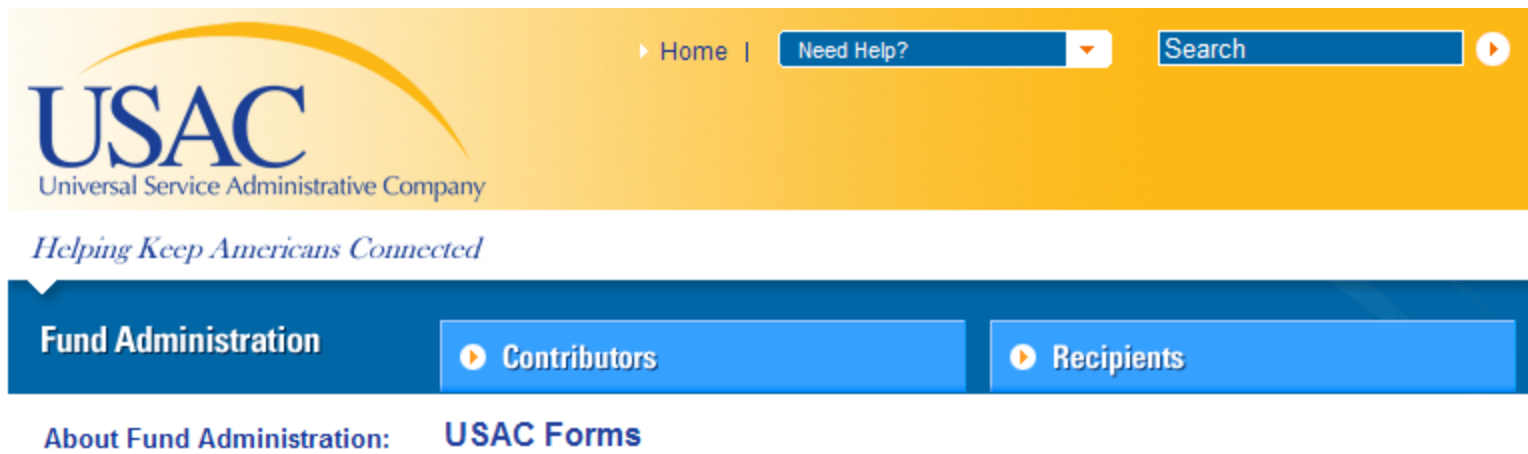
Sincerely,
USAC

Standard emails pertaining to FCC Form 499 filings.

- **FCC 499 Notice** – This email is to notify filers of upcoming filing due dates and recently issued FCC orders.
- **Non-responder Notice** – This email to notify filers that USAC has not received their latest 499 filing.
- **Issue** – This email is specifically tailored to a issue with a filer's 499 filing. The email will identify the issue and provide more definition as to why USAC analyst feel there is a issue with the filing.
- **Accepted (499Q Only)**– This email is the last email USAC sends out to notify a filer that their filing has been reviewed and there are no apparent issues with their filing. This email will also tell the filer the % change in their contribution base as compared to their last 499Q filing.

E-File - Common Issues

E-File – Common Issues



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Universal Service Administrative Company
Helping Keep Americans Connected

Fund Administration | Contributors | Recipients

About Fund Administration: **USAC Forms**

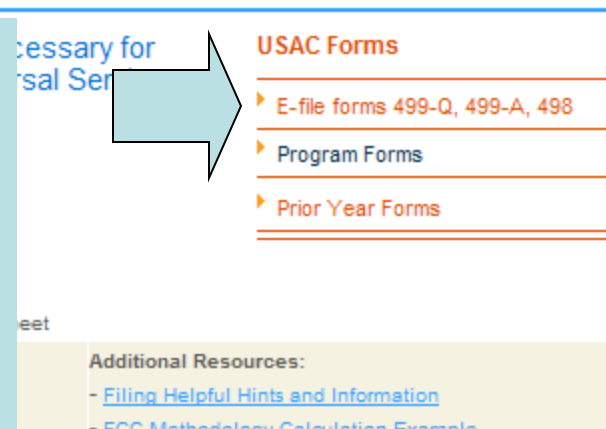
I can't log into E-File.

Favorites

Due to security concerns the E-File system will not let you log in if you use a link from your internet favorites list to get to the sight. If you would like to add a sight to your favorites list try one of the following links instead

<http://www.usac.org/hc/tools/required-forms.aspx>
<http://www.usac.org/fund-administration/forms/>

Then select E-file from the USAC Forms list on the right hand side of the page.



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USAC Forms

- ▶ E-file forms 499-Q, 499-A, 498
- ▶ Program Forms
- ▶ Prior Year Forms

...eet

Additional Resources:

- [Filing Helpful Hints and Information](#)
- [FCC Methodology Calculation Example](#)

E-File – Common Issues

I can't log into E-File

Internet Browser

The E-File system has issues with certain internet browsers if you can not log into the system try changing your internet browser (Internet Explorer works the best)

Pop-up Blocker

Please make sure that your internet Pop-up Blocker is off.

Common Error Messages

No User ID

Generally caused by either a form rejection or an uncertified form. In either case a paper form will be required to obtain a login.

Login not valid

Both User name and password are case sensitive. Customer Service can support questions with user name, and reset passwords.

Common Error Messages

Not Authorized

User gets a “not authorized” message when logging in. This is caused by an active directory issue, and users will need to contact USAC to try to resubmit the form, or open an IT ticket to have the user manually corrected.

Delegated Users

Delegated User forgets password

Contact their delegator to have the password reset. USAC can not reset the password for delegated users.

Delegated User not Authorized

The delegated user will need to ensure they were given the appropriate entitlements by their delegator. If the delegator feels there is a problem, the delegator must contact USAC.

Inactivation or Changing of Company Officer

If the Company Officer is changed or inactivated all delegated users linked to that company officer will be inactivated.

E-File – Common Issues

I can log in but I can't view any forms

Adobe

Please make sure that you have Adobe version 7.0 or greater.

Pop-Up Blocker

Please make sure that your internet Pop-up Blocker is off.

USAC Customer Service

888-641-8722

customersupport@usac.org