

**FORM 471 RECEIPT ACKNOWLEDGMENT LETTER**  
**(Funding Year ####: 07/01/#### - 06/30/####)**

Date xx, xxxx

Contact Name  
Applicant Name  
Contact Address  
Contact Address Line 2  
Contact City, State and Zip

**Re: Form 471 Application Number:**  
**Funding Year 2010: 07/01/#### - 06/30/####**  
**Applicant's Form Identifier:**  
**Billed Entity Number:**

**CORRECTIONS DUE BY: <LETTER DATE + 20 - ALL CAPS>**

Your certified FCC Form 471, "Services Ordered and Certification Form," requested \$xx,xxx.xx in total Schools and Libraries Program (Program) pre-discount costs for services for Funding Year ####. A copy of this information has been provided to the service provider(s) whose Service Provider Identification Number(s) (SPIN) is featured on this Form 471.

USAC provides a separate Receipt Acknowledgment Letter (RAL) with a RAL Funding Requests Report (Report) for each application certified within the application window. The Report summarizes the information provided to USAC. A space is provided for you to make allowable corrections to any clerical errors or errors that you realize may result in reduction or denial of funding. USAC will perform a complete analysis before funds are committed. If additional errors are found during our review we will attempt to contact you for clarification before making a decision that results in denials or reductions.

Review this Report to verify that the information accurately reflects your request. If the information is accurate, file this letter with your records.

DO NOT SEND CORRECTIONS TO THE CLIENT SERVICE BUREAU. To make corrections, please do the following by <letter date+20>:

- If contact information provided above is incorrect, note any correction above and submit a signed copy of this page as a correction.
- Indicate any corrections you wish to make in the Report in the spaces indicated.
- Sign where indicated, and provide your name, title, contact information and date.
- Submit a copy of your marked-up RAL to the email address, fax number or mailing address posted in the "Changes and Corrections" area of our website.
- Retain a copy of the RAL and any submitted corrections.

## **REMINDERS REGARDING THE RAL**

- This letter does NOT contain any decisions concerning your requests for discounts.
- Funding requests that did not pass Minimum Processing Standards are not included in the Report following this letter.
- See "Guide to USAC Letter Reports" posted in the Reference Area of our website for a description of each individual field in the following Report.
- If you would like to view a Form 471 application, click the "Display" button in the Apply Online Area of the website. Enter the Application Number where indicated. Use the print feature on your browser to print any portion of your Form 471 or the entire application as displayed for your records or to include with any corrections submitted.

## **GENERAL REMINDERS**

- Submit your Item 21 attachments if you haven't already done so. See "Item 21 Attachments for Form 471" posted on our website.
- Retain documentation showing that you have complied with all statutes and Federal Communications Commission rules. See "Document Retention Requirements" posted in the Reference Area of our website.
- Retain all required documents for a period of at least five years after the last day of service delivered.
- Budgeted funds to provide necessary resources must NOT be provided directly or indirectly by a service provider. See Form 471, Block 6, Item 25 Certification and instructions.
- Respond promptly to any USAC requests for clarification or additional information.
- A USAC-certified Technology Plan Approver MUST approve your technology plan before discounted services begin. See "Develop a Technology Plan" on our website.
- Work with your service provider(s) to ensure timely delivery of discounted services.

COMPLETE PROGRAM INFORMATION is posted on our website. You may also contact our Client Service Bureau using the "Submit a Question" link on our website, toll-free by fax at 1-888-276-8736 or toll-free by phone at 1-888-203-8100. DO NOT SEND CORRECTIONS TO THE CLIENT SERVICE BUREAU.

Schools and Libraries Division  
Universal Service Administrative Company

**Form 471 <insert Form 471 #> RAL Funding Requests Report**

THIS REPORT DOES NOT CONTAIN ANY DECISIONS CONCERNING YOUR REQUESTS FOR DISCOUNTS. USE THIS REPORT TO LIST OR INDICATE CORRECTIONS YOU WISH TO MAKE TO YOUR FORM 471. SUBMIT CORRECTIONS USING THE GUIDANCE POSTED IN "CHANGES AND CORRECTIONS" ON OUR WEBSITE.

Corrections Submitted by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email, Fax Number or Phone Number: \_\_\_\_\_

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<b>Item</b>	<b>Data Entered on FCC Form 471</b>	<b>Make Corrections Here</b>
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**1a. Name of Billed Entity**

**3. Billed Entity Number**

**6. Contact Person's Name**

**6. Preferred mode of contact**

**6c. Contact Phone**

**6d. Contact Fax**

**6e. Email**

**6f. Holiday/vacation/summer contact information - if provided** *[allow space for data provided and corrections]*

The Billed Entity name, address, phone and fax numbers cannot be changed via the RAL correction process. See the "Changes and Corrections" area of our website for guidance.

**Block 4**

While the RAL does not contain Block 4 Worksheet Information, you are allowed to make the following modifications:

- Delete entities from Block 4
- Add entities to Block 4
- Correct any Block 4 information for an entity (RAL corrections are not required for student counts that don't affect your Program discount.)

To delete an entity;

Provide a separate page stating that you wish to delete the entity and provide:

Application #

Worksheet #

Entity #

Entity Name

To add an entity;

Include an additional page from a blank Form 471 Block 4 Worksheet, available on the Required Forms page on our website. All fields must be completed. Indicate the worksheet number to which this entity should be added or indicate if a new worksheet should be created.

To correct an entity;

Print the Block 4 worksheet for your Form 471 application using the 'Display' button in the Apply Online area of our website and make corrections to the appropriate field.

**Block 5**

USAC may require additional information before making requested corrections to certain fields in Block 5 such as Category of Service, Contract Award or Expiration Dates, etc.

Form 471 <insert Form 471 #> RAL Funding Requests Report

FRN: <insert FRN here>

IF YOU WISH TO CANCEL THIS FRN, PLEASE CHECK HERE \_\_\_\_\_

Item #	Data Entered on FCC Form 471	Make Corrections Here
11. Category of Service		
12. 470 App#		
13. SPIN		
14. Service Provider Name		
15b. Contract Number		
16a. Billing Account Number		
16b. Multiple Billing Account Numbers		
18. Contract Award Date		
19. Service Start Date		
20a. Service End Date		
20b. Contract Expiration Date		
22. Block 4 Entity or Worksheet No		
23a. Monthly Charges		
23b. Ineligible Monthly Amt		
23c. Eligible Monthly Amt		
23d. Number of months of service		
23e. Annual pre-discount Amount for eligible recurring charges		<i>Calculated - Not Input</i>
23f. Annual Non-Recurring (One-Time) Charges		
23g. Ineligible Non-Recurring Amt		
23h. Annual pre-discount amount for eligible non-recurring charges		<i>Calculated - Not Input</i>
23i. Total Pre-discount Amt		<i>Calculated - Not Input</i>
23j. Discount from Block 4		<i>See Block 4 Above</i>
23k. Funding Commitment Request		<i>Calculated - Not Input</i>
25f. Service provider assistance with funding		<i>[insert yes or no]</i>