



FORM 486 NOTIFICATION LETTER
(Funding Year xxxx: 07/01/xxxx – 06/30/xxxx)

Date xx

SP Name
SP Contact Name
SP Address
SP Address (Line 2)
SP City, State Zip Code

Re: Service Provider Name:
Service Provider Identification Number:

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted FCC Form(s) 486, Receipt of Service Confirmation Form, from Billed Entities who listed your company's Service Provider Identification Number (SPIN). You may begin to submit invoices to USAC for the services covered by the Form(s) 486. You may submit invoices only after you have provided the service during the Funding Year and billed your customer. Note that for FCC Forms 472 (BEAR Forms) you must have been paid by your customer.

You may be receiving this letter to revise or correct a previous Form 486 Notification Letter. The information contained in this letter supersedes any previous notification you may have received, including, but not limited to, a previously adjusted Service Start Date or previously reduced funding commitment.

NEXT STEPS

We recommend that you discuss your customer's preference with them whether they would like discounts on their bills or to pay their bills in full and be reimbursed for discounts prior to invoicing USAC. Invoice USAC before the invoice deadline using the applicant invoice (BEAR - FCC Form 472) for reimbursements or the service provider invoice (SPI - FCC Form 474) for discounts. Bill your customer their non-discount portion, as stated in program rules. Program rules also require participants to maintain documentation for at least five years after deliver of discount service.

TO APPEAL THE SERVICE START DATE/FUNDING COMMITMENT CHANGE DECISION

If you wish to appeal the Service Start Date change(s) and/or funding commitment adjustment(s) indicated in this letter, your appeal must be received by USAC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.

2. State outright that your letter is an appeal. Include the following to identify the letter and the decision you are appealing:
 - appellant name,
 - applicant or service provider name, if different than appellant,
 - applicant BEN and service provider SPIN,
 - <insert application or form number> as assigned by USAC,
 - "Form 486 Notification Letter for Funding Year <insert FY>, **AND**
 - the exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by the USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by the USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email your appeal to appeals@sl.universalservice.org. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973) 599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal
Schools and Libraries Division - Correspondence Unit
100 South Jefferson Road
P.O. Box 902
Whippany, NJ 07981

You have the option of filing an appeal with USAC or with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in the "Appeals Procedure" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

A guide to the data reported in our letter reports is posted in the Reference Area of our website. Complete Program information, including invoice deadlines is also posted on our website. You may also contact our Client Service Bureau by email 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.

Schools and Libraries Division
Universal Service Administrative Company

FORM 486 NOTIFICATION LETTER FUNDING COMMITMENT REPORT
(Funding Year ####)

Service Provider Name:
Service Provider Identification Number:

Funding Request Number:
Form 471 Application Number:
Form 470 Application Number:
Name of 471 Applicant:
Address of 471 Applicant:
Applicant City:
Applicant State:
Applicant Zip:
Entity Number:
Name of Contact Person:
Preferred Mode of Contact:
Contact Information:
Name of Form 486 Contact Person:
Address of Form 486 Contact:
City of Form 486 Contact:
State of Form 486 Contact:
Zip Code of Form 486 Contact:
Telephone of Form 486 Contact:
Fax of Form 486 Contact:
Email Address of Form 486 Contact:
Funding Year:
Contract Number:
Services Ordered:
Billing Account Number:
Service Start Date:
Service Start Date Change Explanation (SHOWN ONLY IF RELEVANT):
Contract Expiration Date:
Total Program Year Pre-discount Amount:
Applicant's Approved Discount Percentage:
Funding Commitment Decision: