

URGENT REMINDER: YOUR FORM 486 MAY BE LATE
(Funding Year: 07/01/yyyy FY #1 - 06/30/yyyy)

Date:

Contact Name
Billed Entity Name
Contact Address Line 1
Contact Address Line 2
Contact City, State Zip

RE: Billed Entity Number:
Form 486 Form Identifier [or Form 471 App #]:

[Option 1 - Form 486 on file not certified]

This letter is a reminder that you may have missed the deadline for CERTIFYING your FCC Form 486, Receipt of Service Confirmation Form, based on your FCDL Date and the Service Start Date indicated on your Form 486

[Option 2 - No Form 486 on file]

This letter is a reminder that you may have missed the deadline for submitting and certifying your FCC Form 486, Receipt of Service Confirmation Form, based on your FCDL Date and the Service Start Date indicated on your FCC Form 471, Block 5 Discount Funding Request(s).

You have 20 days from the date of this letter to submit and certify your Form(s) 486 with no penalty, if your services did start at least 120 days before the above date.

If you fail to submit and certify your Form 486 by <mm/dd/yyyy> your Service Start Date may be adjusted once you submit and certify your Form 486. USAC may reduce your commitment for recurring services if your Service Start Date is adjusted.

THIS IS YOUR ONLY REMINDER. If your services have not yet started or have started within the last 120 days, YOUR FORM 486 MUST BE POSTMARKED OR SUBMITTED ONLINE WITHIN 120 DAYS OF YOUR SERVICE START DATE.

Following this letter is a Form 486 Reminder Report (Report) that lists the Funding Request Number(s) for which either a Form 486 has not been submitted or a Form 486 has been submitted online, but not certified.

Form 486 is available in the Apply Online area of our website at www.usac.org/sl. We recommend that you use the Deadline Tool on our website to check the Form 486 deadlines for specific FRNs and other Program deadlines.

Complete Program information is available on our website. You may also contact our Client Service Bureau via email using the "Submit a Question" feature on our website, toll-free via fax at 1-888-276-8736 or toll-free via phone at 1-888-203-8100

Schools and Libraries Division
Universal Service Administrative Company

[Option 1 - Form 486 on file not certified]
Form 486 Reminder Report
Form 486 #

We have not received your completed Form 486 and certifications -
either online or on paper

Funding Request Numbers(s)
#####

[Option 2 - No Form 486 on file]
Form 486 Reminder Report
Form 471 #

We received your Form 486, but we have not received a complete Form 486
Certification - either online or on paper.

Funding Request Numbers(s)	Form 471 Number(s)	Service Start Date(s)
#####	471 App #	mm/dd/yyyy