Registering for a Billed Entity Number (BEN) Checklist
for New Tribal Library E-Rate Applicants

USAC assigns each entity that participates in the E-Rate program a unique identifying number called a Billed Entity Number (BEN). Schools and libraries that are not registered in the E-Rate Productivity Center (EPC) and do not have a BEN must contact the E-Rate Customer Service Center (CSC) at (888) 203-8100 to set up an EPC account, designate an Account Administrator, and obtain a BEN. Additional information is available on the Entity Numbers webpage.

Be sure to have the following information ready before calling the E-Rate Customer Service Center (CSC) to request your BEN.

- Entity's legal name
- Physical address or latitude and longitude coordinates
- Mailing address or PO box, if different than physical address
- County name
- Telephone number
- Information about the organization (e.g., is it an independent library? Part of a library system? Part of a consortium?)
- The square footage of library buildings receiving discounted service, as well as whether the entity is the main branch in a library system
- For libraries that are part of a library system: provide your parent library system's BEN.
- Organization sub-type(s): public, private, religious, Tribal, Tribal College or University, new constructions, etc.
- Email address for the EPC Account Administrator (must be an employee of the entity organization)
- FCC Registration Number (FRN) (for all entities that file program forms)

Universal Service Administrative Co.