

Key Takeaways

- **The invoicing method is applicant's choice, ideally before certifying the FCC Form 471.**
- **Before invoicing:**
 - Certify the FCC Form 486, Receipt of Service Confirmation and Children's Internet Protection Act (CIPA) Certification Form.
 - Ensure that the service provider certifies the FCC Form 473, Service Provider Annual Certification (SPAC) Form, for each Service Provider Identification Number (SPIN).
 - Ensure you have the correct Funding Commitment Decision Letter (FCDL), discount rate, approved cost of service, FCC Form 471 number, and Funding Request Number (FRN).
 - Confirm that you have an approved FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form.
 - Ensure your access to invoicing forms through [One Portal](#) and have a Personal Identification Number (PIN).
 - Invoice submission to USAC by mail, email, fax or scan are **not** permitted.

Key Takeaways

- **Know your invoicing deadline:**
 - Generally, October 28 for recurring services
 - Generally, January 28 for non-recurring services
 - Request an extension, if needed
- **Invoice review**
 - All invoices submitted must be for the service, entities, rates, and quantities approved on the FCC Form 471 for that FRN.
 - USAC may reject your invoice if there is an error or inconsistency with the:
 - FCC Form 471 number
 - Discount percentage
 - Available funding
 - FRN

Key Takeaways

- **Outreach**

- To expedite review and payment, respond timely and accurately with all necessary information requested.
- You have seven (7) days to respond, and you may request one (1) seven-day extension.

- **Invoice payments**

- An applicant or service provider can resubmit a rejected invoice once corrected, provided the Invoice Deadline Date (IDD) has not expired.
 - Applicant or service provider has 60 days to appeal to USAC if a timely filed invoice is rejected.
 - If USAC denies the appeal, you have 60 days to appeal that rejection directly to the FCC.