



# E-Rate Invoicing Requirements Guide

This guide explains what must be completed for successful invoicing submission, and where to find the information in EPC and/or the Open Data FRN Status Tool 2016+ (<https://opendata.usac.org/E-Rate/E-Rate-FRN-Status-Tool-FY2016-/8xzh-ytkh>). Tip: If you can't select an FRN in EPC, the FRN is not eligible for invoicing per one or more of the E-Rate program rules listed below

**Open Data Download Instructions:** Download files in the FRN Status Tool 2016+ by selecting Funding Request Number from the dropdown menu and entering your FRN. Click Export, filtered data, and CSV for Excel, then open the excel file. For more details on the invoicing process, visit <https://www.usac.org/e-rate/applicant-process/invoicing/>

## BEFORE Completing FCC FORM 472/474

<u>Requirement</u>	<u>Description</u>	<u>Location</u>
<b>Your Funding Request Number (FRN) is Committed</b>	An FRN that is committed is one that has received funding.	EPC > Records tab > Funding Requests > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Status (A committed FRN will have the status of Funded. The approved amount will be under the section FRN Calculation.) OR Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > View Funding Request Status column
<b>FRN is for FY2016 or Later</b>	FRNs must have been assigned in the year 2016 or later. The first two digits of your FRN is the year assigned.	Within Your Own Records
<b>Funding Is Available</b>	Funds that remain from the committed amount, minus any disbursed amount.	Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > Subtract Total Disbursement column from Funding Commitment Request column
<b>Prevent Duplicates</b>	Prevent duplicate invoice submissions by establishing a process to track each invoice.	Within Your Own Records
<b>Invoicing Period is Valid</b>	Within the funding year, invoicing must occur after the services have started or been delivered, but before the invoicing deadline.	EPC > Records tab > Funding Requests > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Service Delivery Date and Invoice Deadline Date
<b>FCC Form 486 is Approved for the FRN</b>	A certified FCC Form 486 is required from applicants before invoicing can begin. It's used to notify USAC that services have started for the recipients and to show compliance with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s). For more details: <a href="https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/">https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/</a>	EPC > Records tab > FCC Form 486 (If a form has been submitted you will see the form listed under Form Number) > View Status column OR Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > View FCC Form 486 Status column
<b>FCC Form 498 is Filed (BEAR or SPI)</b>	This form is filed through EPC after certification. If the form isn't filed, invoicing can't be processed.	EPC > Records tab > FCC Forms 498 > Enter the FCC Form 498 ID in the Search bar (Only the FCC Form 498 specific to the BEN will be displayed. If a form has not been submitted no form or status will appear.)

**BEFORE Completing FCC FORM 472/474**

<a href="#">Requirement</a>	<a href="#">Description</a>	<a href="#">Location</a>
<b>Paid Service Provider</b>	Applicant must have paid service provider in full before invoicing E-Rate. Service Provider should have a certified FCC Form 473/SPAC for the funding year being invoiced.	Done Through Your Service Provider
<b>Invoicing Mode is Correct</b>	Once you have selected your invoicing mode on the FCC Form 471 and received a Funding Commitment Decision Letter (FCDL), the mode is set and cannot be changed without requesting a mode change through EPC (FY25 Prior) or requesting an FCC Form 500 mode change (FY26+). If funds have been disbursed, all funds must be returned, and re-invoicing must occur before the deadline.	<p><b>To check invoicing mode:</b> EPC &gt; Records tab &gt; Funding Requests &gt; Enter FRN into the Search bar &gt; Select FRN &gt; Under the Section Funding Request Details, see Current Invoice Mode</p> <p><b>To change invoicing mode (FY25 Prior):</b> EPC &gt; Records tab &gt; Funding Requests &gt; Enter FRN into the Search bar &gt; Select FRN &gt; Related Actions tab &gt; Manage Invoice Mode Change</p> <p><b>To change invoicing mode (FY26+):</b> EPC &gt; Applicant Landing Page &gt; FCC Form 500 &gt; Submit Invoice Mode Change Request</p>

**WHILE Completing FCC FORM 472/474**

<a href="#">Requirement</a>	<a href="#">Description</a>	<a href="#">Location</a>
<b>Check Service Type Matches FCC Form 471</b>	If you're invoicing for Basic Maintenance of Internal Connections (BMIC), make sure you filed your BMIC correctly on your FCC Form 471—mistakes are often identified during invoicing. For how to fix misclassified equipment, see the <a href="#">BMIC FAQs</a>	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Service Type (If you filed for BMIC, it will say Basic Maintenance of Internal Connections.)
<b>Invoiced Equipment/Services Matches FCC Form 471</b>	Remove any equipment/services on your invoice that aren't on your FCC Form 471.	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > FRN Line Items tab > Select the FRN Line Item Number > View Product and Service Details section
<b>Check Your Listed Speeds</b>	Before invoicing USAC, ensure you are utilizing the correct FRN for the correct speed and that the speed on your internet service bill is properly listed and matches the invoiced amount.	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > FRN Line Items tab > Select the FRN Line Item Number > View Bandwidth Speed section
<b>Check Calculations</b>	Double check your manual calculations (e.g., your prorated amounts must be accurate).	Within Your Own Records
<b>Compare invoice total to contracted rate</b>	The invoiced amount must be the discounted portion of actual charges (the amount billed to you by your service provider), not the amount committed through the E-Rate program.	Within Your Own Records