E-Rate Program FCC Form 471 Submission Checklist

Below is a list of the information applicants need before filing their FCC Form 471. This list is illustrative and is not intended to be exhaustive.

☐ Make sure everything on your FCC Form 470 is accurate. (Separate FCC Forms 471 must be created for Category 1 and Category 2 services.) If you need to make allowable corrections to the FCC Form 470 or entity record, an Account Administrator must make them. The Account Administrator will have the **Manage Organization** button in EPC (top right of the screen).

☐ Your FCC Form 470 filing number. (This number is located on your FCC Form 470.)

☐ The specifics of what you're purchasing from the selected service provider(s).

    o The category(ies) of service entered on the FCC Form 471 must have been competitively bid for on the FCC Form(s) 470.

    o If you are receiving equipment and/or services under both categories of service (i.e., Category 1 and Category 2), you will need to file separate FCC Forms 471.

    o Determine how many applications, FRNs, and line items you'll need (see training link).

    o Each funding request number (**FRN)** must have all of the following information in common: BEN, contact information, category of service (C1 or C2), Service type (Data Transmission and/or Internet Access, Internal Connections, BMIC, Managed Internal Broadband Services), FCC Form 470 number, Service Provider (SPIN), purchase type (contract, month-to-month, tariff), Contract ID (if you have one), service start and end dates, and recipients of service (ROS).

    o Each **FRN line item** must have all of the following information in common: equipment or service, rates and quantities, ROS. Each may have unique or overlapping ROS. (Duplicative or redundant services are ineligible.)

    o General product information (Use the bulk upload template to help you organize this information.)

    o If you are continuing any services from a FRN(s) from the previous year (as in a multi-year contract), you may copy the prior year FRN when filing your application and modify as needed.

☐ Contact Information

    o The "Main Contact Person" (Must be an EPC user.)

    o Holiday/Summer Contact Name and phone number.