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).
  - The category(ies) of service entered on the FCC Form 471 must have been competitively bid for on the FCC Form(s) 470.
  - 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.
  - Determine how many applications, FRNs, and line items you’ll need (see training link).
  - 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).
  - 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.)
  - General product information (Use the bulk upload template to help you organize this information.)
  - 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
  - The "Main Contact Person" (Must be an EPC user.)
  - Holiday/Summer Contact Name and phone number.